

Worklio Time & Attendance Employee Instructions

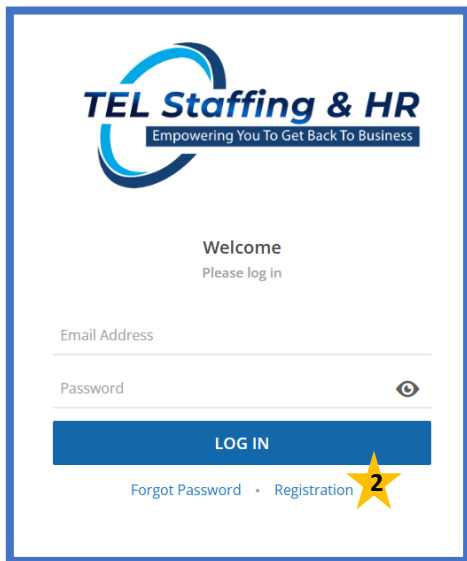
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Accessing Employee Portal

First Time Access

1. Go to <https://www.telstaffingee.worklio.com>
2. Click Registration



TEL Staffing & HR
Empowering You To Get Back To Business

Welcome
Please log in

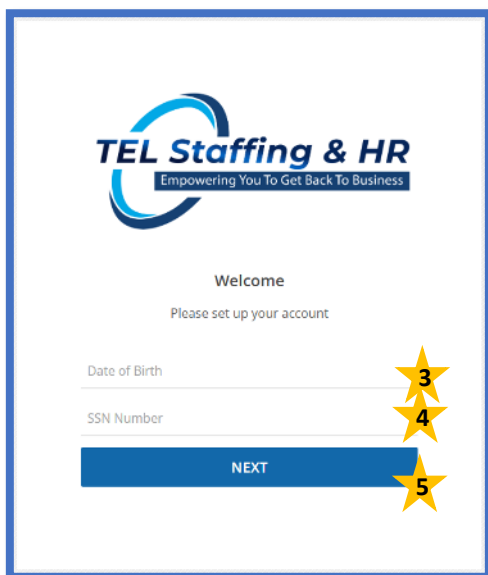
Email Address

Password

LOG IN

[Forgot Password](#) • [Registration](#) **2**

3. Enter your **Date of Birth** in the Date of Birth field
4. Enter your **Social Security Number** in the SSN Number field
5. Click Next



TEL Staffing & HR
Empowering You To Get Back To Business

Welcome
Please set up your account

Date of Birth **3**

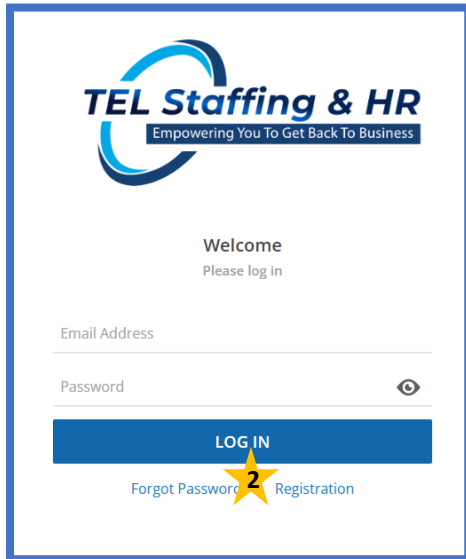
SSN Number **4**

NEXT **5**

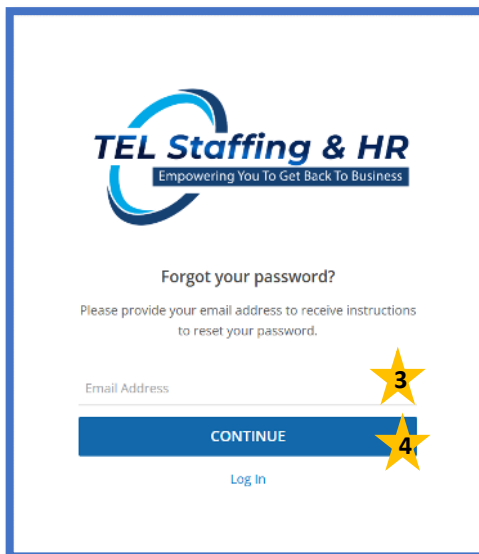
For Assistance with the registration process, call 850-476-9008 ext 1134 and our Employee Support Coordinator will help with any issues you may be having.

Resetting Password

1. Go to <https://www.telstaffingee.worklio.com>
2. Click Forgot Password



3. Enter Email Address
4. Click Continue



Employees who reset their password will receive an email to the email address on file. Open the email & follow the prompts to create a new password. Once a new password has been created return to the log in screen to access the employee portal.

Paystubs

Most Recent Paystub

1. Go to <https://telstaffingee.worklio.com/Account/Login>
2. Enter Credentials
3. Click Login

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Welcome
Please log in

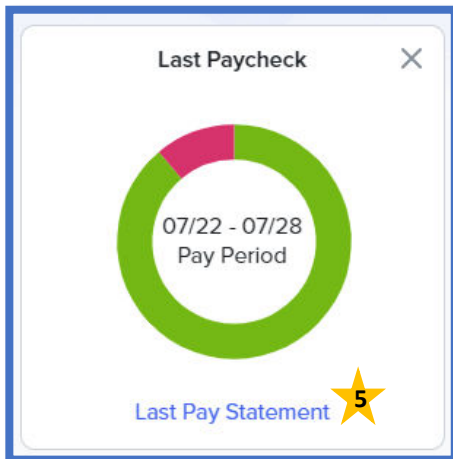
Email Address ★ 2

Password 👁

LOG IN ★ 3

[Forgot Password](#) • [Registration](#)

4. Locate Paycheck Widget
5. Click Last Pay Statement



6. Click Details from the statement menu

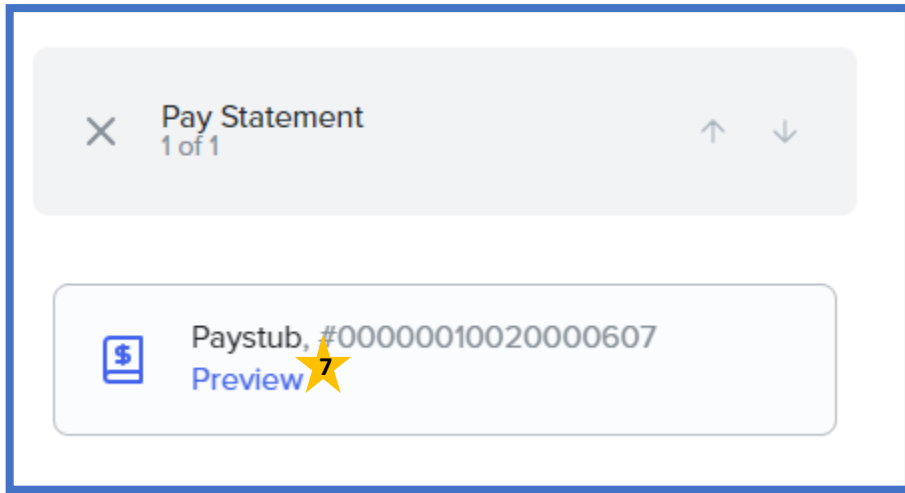
Pay Statements

\$ Last Pay Statement

On Jul 29 your pay was successfully processed. Click 'Details' for detailed information about this payment

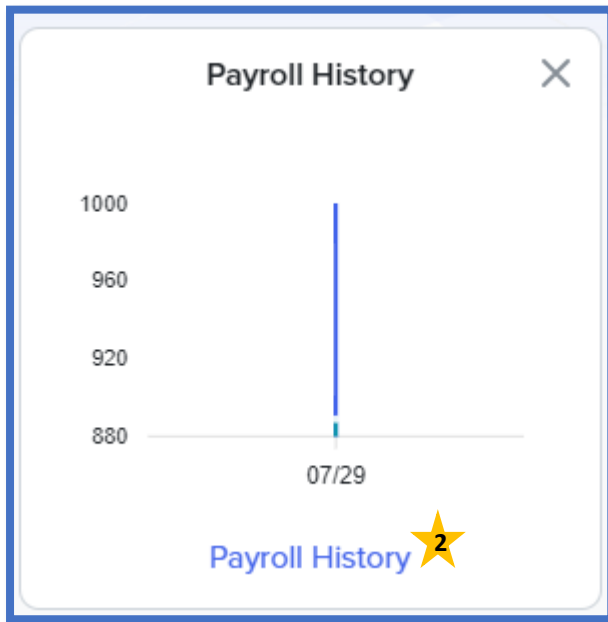
[Details](#) ★ 6

7. **Click Preview** from the righthand pop up



All Past Paystubs

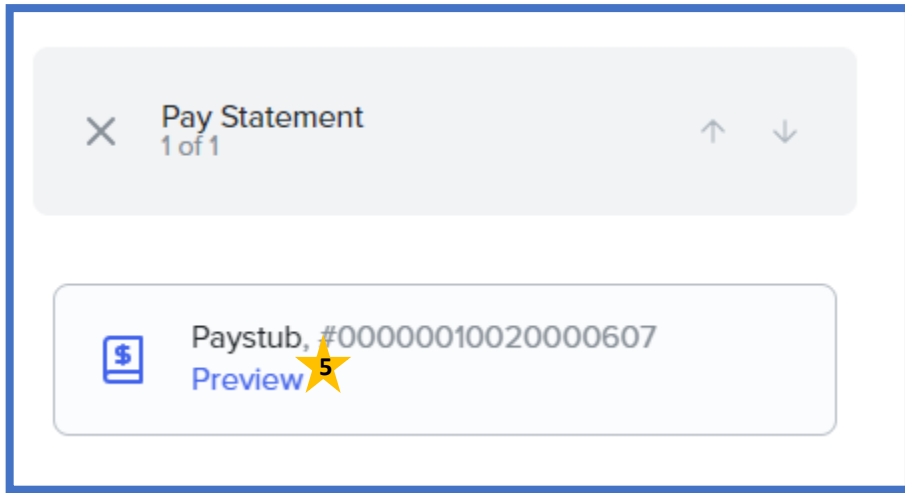
1. **Locate Paycheck Widget**
2. **Click Payroll History**



3. **Locate desired Pay Period**
4. **Click the expansion Arrow**

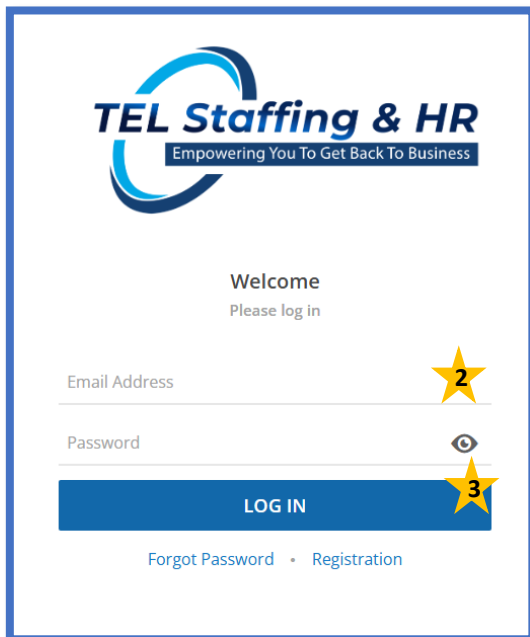
Pay Period	Pay Date	Gross	Net Pay
7/22 - 7/28/2024	July 29, 2024	\$1,000.00	\$888.98

5. **Click Preview** from the righthand pop up

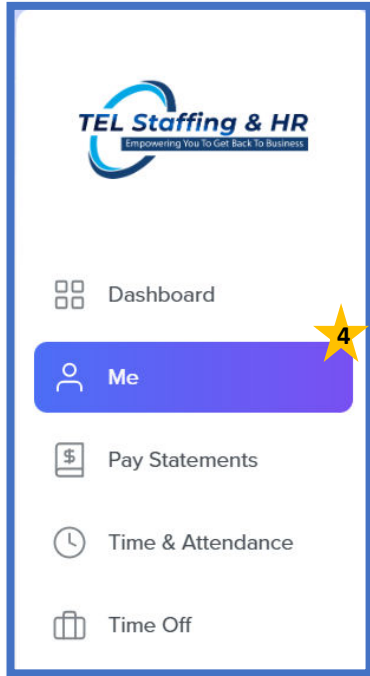


Accessing W-2 Form

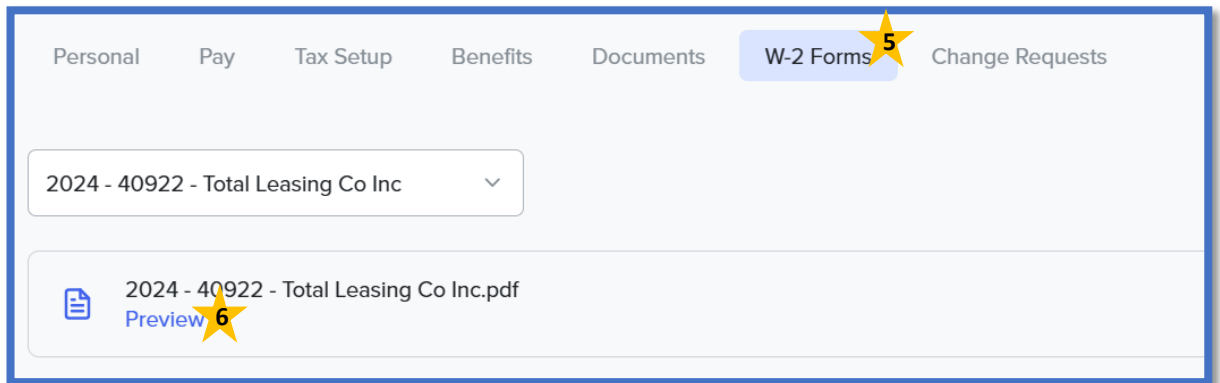
1. Go to <https://telstaffingee.worklio.com/Account/Login>
2. **Enter Credentials**
3. **Click Login**



4. **Click the Me** from the left hand menu

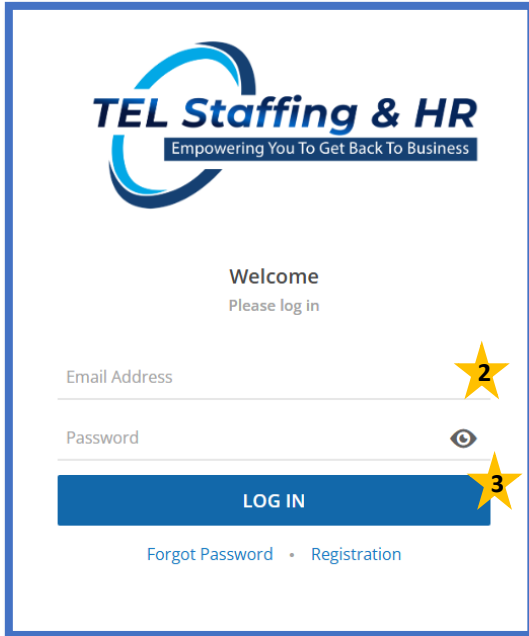


5. **Click the W-2 Form** tab from the top menu
6. **Click Preview**
 - a. W2 will open in a separate window.
 - b. You may download or print your W2 from here

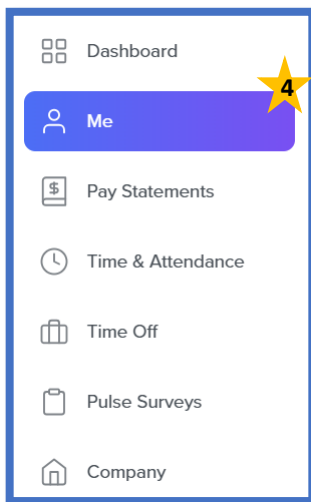


Requesting Information Updates

1. **Go to** <https://telstaffingee.worklio.com/Account/Login>
2. **Enter Credentials**
3. **Click Login**

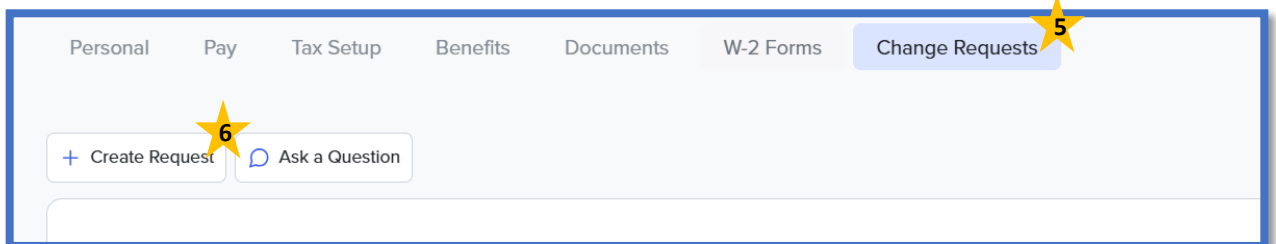


4. **Click the Me** from the left hand menu



5. **Click Change Request Tab**

6. **Click Create Request button**



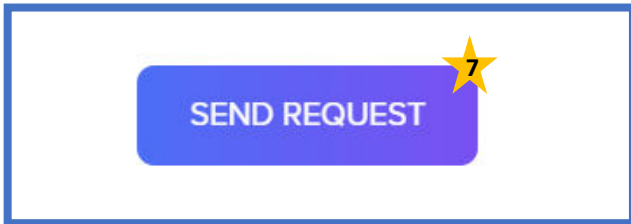
7. **Select Request Type**

Create Request ✕

Type (Required)
What type of request would you like to create?

7

8. **Enter Desired Updated Information**
9. **Click Send Request Button**



Requesting Time Off

1. **Go to <https://telstaffingee.worklio.com/Account/Login>**
2. **Enter Credentials**
3. **Click Login**

Welcome
Please log in

Email Address

Password

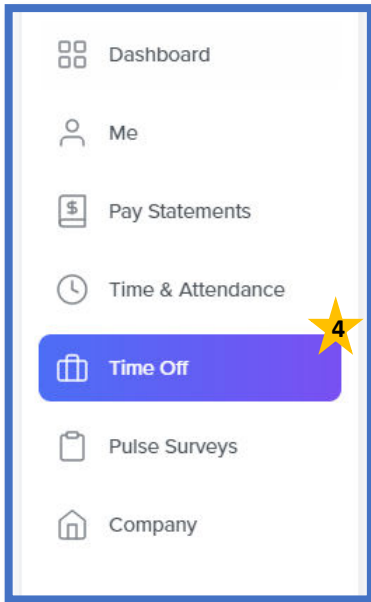
LOG IN

[Forgot Password](#) • [Registration](#)

2

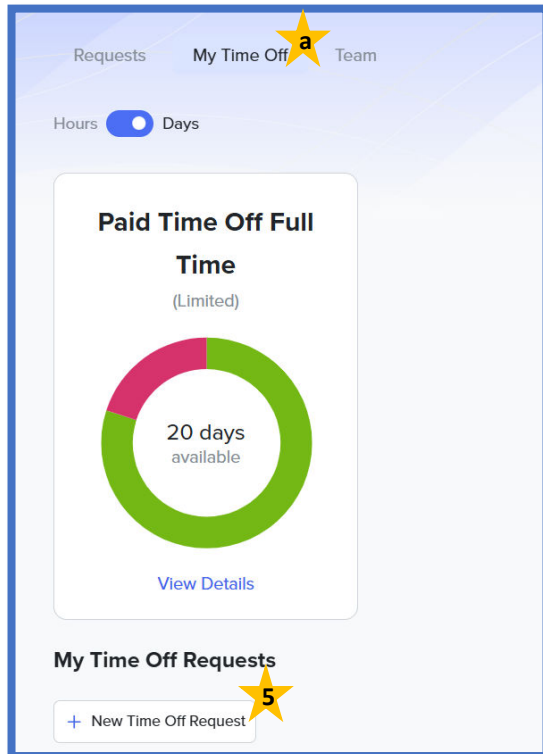
3

4. Click the **Time Off** from the left hand menu



5. Click the **New Time Off Request Button**

- a. Note: Managers who approve others request must **Click the My Time Off Tab** first



6. **Select Request Type** from the drop-down menu
7. **Enter Reason** in the Reason text box
8. **Enter Start Date**

- a. This is the first day you wish to request time off for
- 9. **Enter Request Start Time**
 - a. This is the first hour you wish to request time off for
- 10. **Enter Requested Hours**
 - a. For Request Type “Unpaid Time Off” only
 - b. This is the number of hours to be deducted from your Time Off Balance
- 11. **Enter End Date**
 - b. This is the last day you wish to request time off for
 - c. If Applicable, not all Request Types will allow an End Date
- 12. **Enter End Time**
 - a. This is the last hour you wish to request time off for
 - b. If Applicable, not all Request Types will allow an End time
- 13. **Click Request Button**

The screenshot shows a mobile application form titled "Request Time Off for Yourself". The form contains the following fields and callouts:

- Request Type (Required):** A dropdown menu with "Unpaid Time Off" selected. Callout 6 points to this field.
- Reason:** A text input field. Callout 7 points to this field.
- Start Date (Required):** A date picker field showing "MM/DD/YYYY". Callout 8 points to this field.
- Start Time (Required):** A time picker field showing "HH:MM AM/PM". Callout 9 points to this field.
- Requested Hours (Required):** A text input field with a "hours" label. Callout 10 points to this field.
- End Date:** A date picker field showing "MM/DD/YYYY". Callout 11 points to this field.
- End Time:** A time picker field showing "HH:MM AM/PM". Callout 12 points to this field.
- REQUEST:** A blue button at the bottom of the form. Callout 13 points to this button.

Mobile App

In order to use the Worklio Employee Mobile App, your employee portal must first be activated.

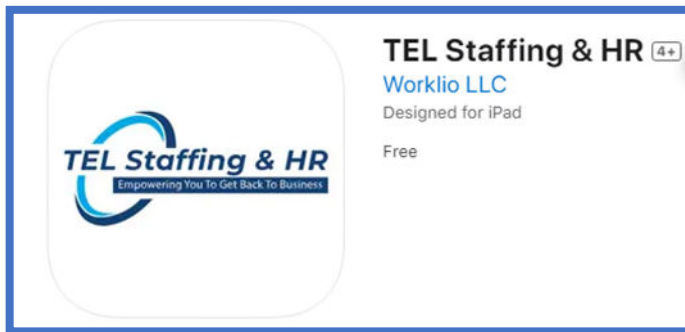
Downloading App

1. Open Mobile Application Store

- a. Apple Store
- b. Google Play Store



2. Search for TEL Staffing & HR in App store



3. Click Download