How to Access your TriStarr TimeSheet

You will be receiving an email from <u>HR@tristarrjobs.com</u> stating that your portal has been created. This will contain your username and a temporary password. Your username will be the email address that we have on file for you. If that changes, please let us know so we can change it.

After logging in for the first time, you will have to reset your password. Please create a unique and secure password, do not forget to store this somewhere to remember it in the future. Below are the password requirements:

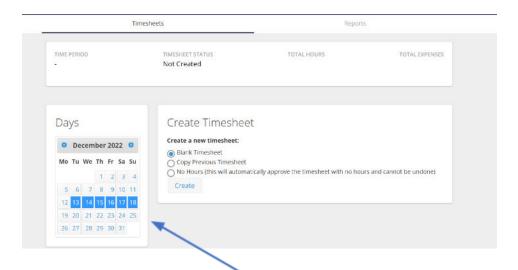
- Password must contain at least (1) upper case letter
- Password must contain at least (1) lower case letter
- Password must contain at least (1) number
- Password must contain at least (1) special character
- Password must be at least (8) characters in length.

The Employee Support Site can be accessed at http://employeehelp.timesheasy.com

If you have any questions, please contact your Staffing Manager at TriStarr at 717-560-2111.

After logging into the system. you will have three options:

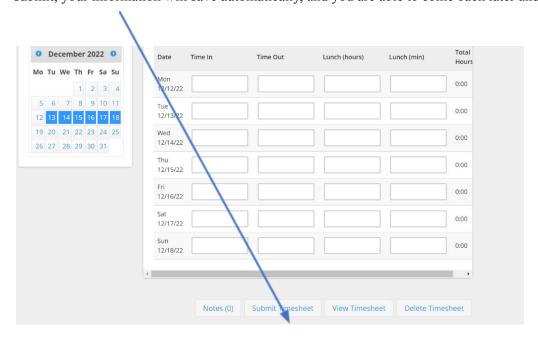
- 1. Blank Starting fresh with new time
- 2. Copy from a previous week if you worked the same hours (you will still be able to edit if a few times have changed)
- 3. No hours this will be automatically approved



Before entering your time, please note the week that you are entering. The week that you are submitting will be highlighted in blue.

You will now be able to enter your time, please do not forget to note your break.

As you enter your time, this will save automatically. If you enter your time before you are ready to submit, your information will save automatically, and you are able to come back later and finish.



Once you submit your timesheet, it will be sent to your supervisor to approve. If for any reason you need to make any changes, you will need to reach out to TriStarr directly or your supervisor will need to reject this timesheet.

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