

## How to Access your TriStarr TimeSheet

You will be receiving an email from [HR@tristarrjobs.com](mailto:HR@tristarrjobs.com) 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**

The screenshot shows the 'Create Timesheet' interface. At the top, there are tabs for 'Timesheets' and 'Reports'. Below these are four columns: 'TIME PERIOD', 'TIMESHEET STATUS' (Not Created), 'TOTAL HOURS', and 'TOTAL EXPENSES'. On the left, there is a calendar for December 2022. The week of December 13-18 is highlighted in blue. On the right, there is a 'Create Timesheet' form with three radio button options: 'Blank Timesheet' (selected), 'Copy Previous Timesheet', and 'No Hours (this will automatically approve the timesheet with no hours and cannot be undone)'. A blue arrow points from the text below to the highlighted week in the calendar.

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.

Date	Time In	Time Out	Lunch (hours)	Lunch (min)	Total Hours
Mon 12/12/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Tue 12/13/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Wed 12/14/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Thu 12/15/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Fri 12/16/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Sat 12/17/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Sun 12/18/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00

Notes (0)   Submit Timesheet   View Timesheet   Delete Timesheet

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.

[Paige@tristarrjobs.com](mailto:Paige@tristarrjobs.com)

[Liz@tristarrjobs.com](mailto:Liz@tristarrjobs.com)

[hr@tristarrjobs.com](mailto:hr@tristarrjobs.com)

**Notifications**

You agree that you have entered the correct hours worked, and that all hours and expenses are accurate to the best of your knowledge.

Accept   Cancel

