



Employee Web Portal Information

Welcome to the High Profile, Inc. Employee Web Portal! The Web Portal will give you access to the following:

- Completing and submitting your Timesheet
- View payroll check history
- View W2 and 1095 tax forms for prior years worked
- Report your availability for work
- View High Profile, Inc. job postings

Employee Web Portal Login

Go to [Employee Web Portal](#) (click on link) or copy and paste this address in your web browser:

https://highprofilestaffing.securedportals.com/portal/redirect_employee_portal.aspx

You can also go to the High Profile Staffing website at www.highprofilestaffing.com and click on **Employee Portal Login** on the top right side of the home page.

- Enter User Name: **Username**
- Enter Password: **Password**

Instructions for Completing and Submitting Your Timesheet

- You can enter time at the end of each day or enter all your time at the end of the week. If entering time on a daily basis, be sure to click **Save**
- Once logged in, go to the Timesheets menu and choose "Enter Time"
- Select the appropriate assignment to open the timesheet
- Enter the In/Out times for the day including meal period/unpaid time. EXAMPLE: in 8:00, Out 12:00, In 1:00, Out 5:00. If there is no break, enter out time in "out" column right next to "in" column. **Do not skip columns.**
- **CLICK "SUBMIT TIMESHEET" ONCE AT END OF THE WEEK, or IF YOUR ASSIGNMENT HAS ENDED.**
- A copy of your timesheet will automatically be sent to your supervisor for approval

Timesheet Policy Information

Your work week begins on Monday and ends on Sunday. You are paid on a weekly basis. Your payroll check will be available on Thursday following the week that you work. Federal withholding taxes and social security taxes will be deducted from your check.

It is important that you fill out and submit your online Timesheet at the end of the work week or when your assignment ends, whichever comes first. When you click "Submit Timesheet", your timesheet will automatically be sent to your supervisor for approval. Timesheets require your supervisor's approval in order to be processed. Approved timesheets need to be received in our office prior to 5:00 pm each Monday.

You will complete a separate timesheet for each assignment. All applicable fields on the timesheet must be completed. The form will automatically calculate your total hours for each day and will round to the nearest quarter hour. Any changes to your assigned work schedule (working through lunch, working overtime, making up time, etc.) must be pre-approved by your supervisor. Only fill in time for hours physically worked. Do not fill in time for holidays that you did not work.

By submitting your timesheet, you certify that the hours you entered are correct and understand that failing to submit your timesheet prior to the deadline may result in a processing delay. You also agree that you will inform High Profile, Inc. of your availability for future assignments on the next working day after your assignment ends. Failure to do so will imply voluntary separation from High Profile, Inc. on your part and may prevent you from drawing unemployment benefits.

Reporting Options

Timesheet Report

- To view and/or print timesheets previously submitted through the web portal

Payroll Check History

- To view and/or print any paycheck stub:
- Click on “View your Payroll Checks history”
- Click “PDF” following any payroll check you would like to view or print (requires Adobe 10.x or later to open PDF)

Tax Forms

Note – For security purposes, you will not be able to access any tax forms from your phone or mobile device. You must use a desktop or laptop computer.

- To view and/or print any Tax Forms
- Click on “View W2’s” or “View 1095’s”
- Click “PDF” following any Tax Form you would like to view or print (requires Adobe 10.x or later to open PDF)

Reporting Your Availability

To report your availability for work:

- Click on “Update Availability”
- Enter your next availability date, and select the preferred work days.
Enter date as mm/dd/yy or mm/dd/yyyy or use the drop-down calendar to select your date.

Search Job Openings

To search our current job openings:

- Click on “Job Search”
- Use the drop-down options to enter your job preferences
- You can apply for any of the positions listed directly through the portal

Tips

- Use the **Navigation Menu** along the top of the page to navigate through the site. **DO NOT USE THE BROWSER BACK BUTTON.**
- Use the “**LOGOUT**” link at the top of the page.
- All time should be entered on a daily basis for each day worked and **ONLY** select **Submit ONCE** at the **END** of **EACH WEEK**.

If you have any questions or concerns, please do not hesitate to call our office at 972-991-7900.