HOW TO……..Access Your Employee Portal

The website address for Timekeeping, Payroll, Benefits, Human Resources and Recruiting is:
https://secure.saashr.com/ta/6120773.login?rnd=OAR
Please save this address on your computer.

> When accessing your Portal for the first time the
> **User Name is:**
> Initial of your First Name, Full Last Name and Employee#
> (Ex: John Smith Emp#1237 = jsmith1237)
> **Password is:**
> Employee's Social Security Number, no dashes or spaces (ex: 176531842)

Attached are the instructions for accessing your Employee Portal.
This Navigation Overview includes the instructions for logging into the system and navigating Employee Self Service.

There are also instructions attached for clocking in and out of your new system.

Should you have any questions, please contact the Payroll Department via e-mail at payroll@fredbeans.com