

[Date]

Dear [Employee Name],

Welcome to [Company Name]. To ensure you are paid accurately and on time, we use an electronic timesheet portal for tracking work hours. Please follow the instructions below to set up and manage your account.

1. Portal Access

Link: [Insert URL]

Username: [Employee ID or Email Address]

Initial Password: [Temporary Password]

2. Logging Your Hours

- Log in daily to record your start and end times.
- Include any unpaid breaks as per company policy.
- Save your entries at the end of each shift.

3. Weekly Submission

All timesheets must be submitted for approval by [Day of the Week] at [Time]. Failure to submit on time may result in a delay in processing your payroll.

4. Manager Approval

Once you submit your timesheet, your manager will receive a notification to review and approve it. You will receive an automated email if your timesheet is rejected or requires corrections.

5. Support

If you experience technical issues or have questions regarding pay codes, please contact the Payroll Department at [Phone Number/Email].

Best regards,

[Sender Name]

[Job Title]

[Department Name]