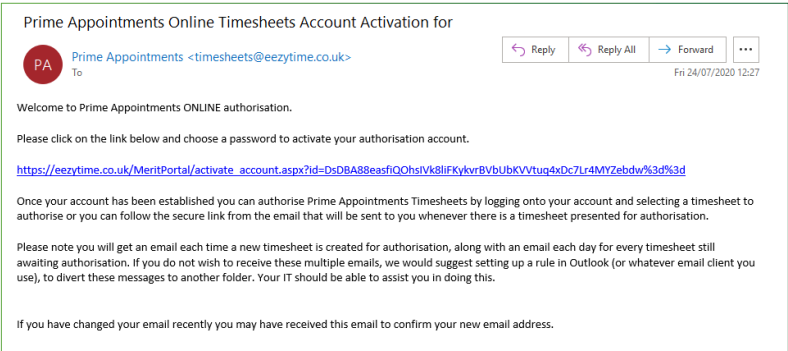




Please follow these simple steps

1 Open the link in email received from 'eezytime'
Please check your junk as it is coming from our payroll automated email



2 Create a **12 letter password** for your account
This must consist of lower-case, upper-case, numbers and symbols

3 Once you are logged in your account you will be able to authorise your temporary staffs timesheets.

If you have timesheets to authorise they will display under the title: **'Timesheets Awaiting Authorisation'**

If under this title there is a message saying: **'No timesheets awaiting authorisation'** your temp has not completed their timesheet submission correctly.

If there is a timesheet awaiting authorisation you will simply be able to view this and click: **'Authorise'**

This authorised timesheet will then be sent through to our payroll team who will ensure your temps are paid on time.

Please note - timesheets must be submitted/authorised to us by Monday each week to ensure candidates are paid on-time. Kind regards,

The Prime Team

If you are having problems accessing your temps online timesheet please do not hesitate to contact our team on: **01376 502999**