

Employee Portal

Access Beacon Staffing Employee Portal for initial set-up from computer/tablet or laptop. Navigate to a browser window - BeaconStaffing.com - top navigation - Employee > Employee Login

Pay Instructions:

1.

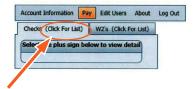
Copy & Paste username and password from email



2.

Click the **Pay Tab**, then **Click for List** (to expand view)

Account Information Pay About Log Out



ele	ect the plus sign be	low to view	detail	
	Check Date	Net Pay	Check	YTD
±	02/23/2018	971		ä
+	02/16/2018	9010		
+	02/09/2018			
±	02/02/2018	901		
+	01/26/2018	971		
	01/19/2018	601		
+	01/12/2018	9010		
\oplus	01/05/2018	90.0	-	
+	12/29/2017	4071		4
+	12/22/2017	9000		
+	12/15/2017			
+	12/08/2017	9071		
±	12/01/2017	607.0		
	11/24/2017	9000		
+	11/17/2017	8000		
Đ	11/10/2017	800	-	
Ŧ	11/03/2017	9071		4
	10/27/2017	900		
+	10/20/2017	800		
\pm	10/13/2017	907.0		

W2 Instructions:

1.

Copy & Paste username and password from email

Account Information	Pay	Edit Users	About	Log Ou
ogged In As:				
Log In				
User Name: Password:				
			Log	In In
Enter your Ureplacement pass the add User Name:	Iser N	lame to re	l be en	
				Submit

Account Information Pay Edit Users About Log Out

Checks (Click For List) W2's (Click For List)

2.

Click the Pay Tab, then click W2 tab

Count 1	nformati	on Pay	Edit Users	s About	Log Out
hecks	(Click Fo	r List)	W2's (Click	For List)	
ick the	e Icon T	o Print			
/ear	W2				
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3. Click the **Print** button next to the year.

		Back	to W2's		
	а Етр	loyee's social security number	OMB No. 1545-0	Safe, Accurate, FAST! Use	Visit the IRS website www.irs.gov/e
	er's identification number (EIN)			1 Wages, tips, other compensati	ion 2 Federal income tax withheld
52-2	176942			4,000.00	
	er's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld	
	CON STAFFING A	LTERNATIVES,		700.00	
P.O. BOX 68			5 Medicare wages and tips	6 Medicare tax withheld	
ABE	RDEEN, MD 2100	1-	4,000.00	000000	
				7 Social security tips	8 Allocated tips
d Control	number			9	10 Dependent care benefits
e Employ	ee's first name and initial	Last name	Suff.	11 Nonqualified plans	12a See instructions for box 12 C
				13 Statutory Retirement employee plan	ick pay
ABERDEEN, MD 21001-				C C	
ABERDEEN, NED 211111-			14 Other	12e	
					C
					12d
CEmplos	ee's address and ZIP code				c
15 State	Employer's State ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, e	te. 19 Local income tax 20 Locality name
MD	MICTORS .	0,000.00	10.00		