

## Welcome to MyStaffmark

MyStaffmark is a web-based application that allows Staffmark applicants and employees to perform certain tasks on the internet. These tasks include:

- Applicants - Start and submit a new application
- Applicants - Update and submit an application in progress
- Employees - Search and apply for jobs
- Employees - Update your availability
- Employees - Update information in your employee file
- Employees – Gain access to Staffmark employee resources
- Employees – View or print online wage statements (pay stubs), retrieve electronic copy of a W2

MyStaffmark can be easily accessed by going directly to [www.mystaffmark.com](http://www.mystaffmark.com).

**Applicants** - Applicants will click on the **Click Here to Sign Up** button to begin an online application.

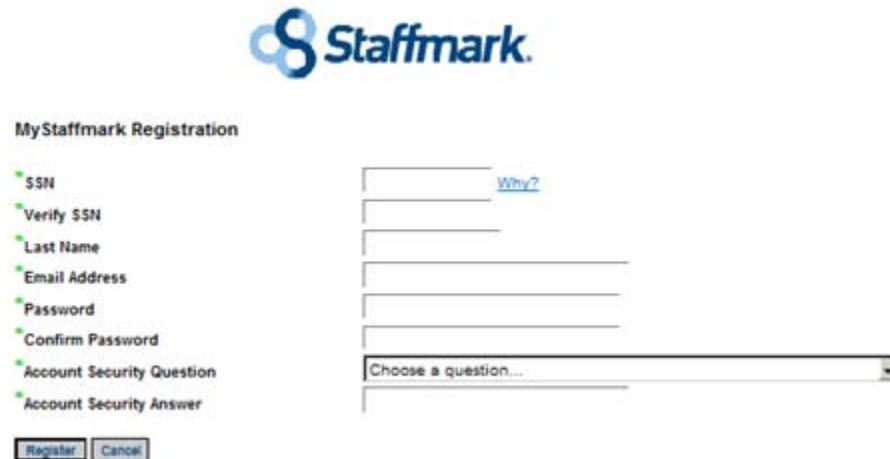
**Employees** - Employees will enter the email address and password you chose when you completed the online application.

**Applicants and Employees** - If you do not remember the email address or password you chose when you began your online application, you can click on the “**Forgot Email?**” or “**Forgot Password?**” links and then enter the last 6 digits of your social security number, your last name and a CAPTCHA phrase displayed on the screen to be given your username or password. If you are still not able to successfully log in you can call the Staffmark Applicant and Employee Support Line at 855-801-8451 and leave a message requesting help. You will be asked to provide your name, telephone number and a brief description of your issue. A Staffmark representative will return your call as soon as possible; or submit a ticket for faster response at [www.staffmark.com/onlinehelp](http://www.staffmark.com/onlinehelp).



## Logging Into the MyStaffmark Online Application – New Applicants

After selecting the “**Click Here to Sign Up**” link you will be routed to the application registration (shown below), which in turn will kick off the online application process. You need to use a valid email address when registering so you can access MyStaffmark in the future. You will be asked to create a password at this time, please create a challenging password that you can remember.



The screenshot shows the MyStaffmark Registration form. At the top center is the Staffmark logo. Below it, the title "MyStaffmark Registration" is displayed. On the left side, there is a list of registration fields, each with a green checkmark icon: SSN, Verify SSN, Last Name, Email Address, Password, Confirm Password, Account Security Question, and Account Security Answer. To the right of this list are the corresponding input fields: a text box for SSN with a "Why?" link, a text box for Last Name, a text box for Email Address, a text box for Password, a text box for Confirm Password, a dropdown menu for Account Security Question with the text "Choose a question...", and a text box for Account Security Answer. At the bottom left of the form are two buttons: "Register" and "Cancel".

## Logging Into the MyStaffmark Online Application – Returning Applicants

On the MyStaffmark log-in page, enter the email address and password you provided when you started your application, and the password you created at that time. If you not able to recall your email address or password you can click on the “Forgot?” link next to the field.

## Logging into MyStaffmark - Employees

On the MyStaffmark log-in page, enter the email address and password you provided when you started your application, and the password you created at that time. If you not able to recall your email address or password you can click on the “Forgot?” link next to the field.

If you did not apply online (meaning you completed a paper application) and do not have an email address on file you will need to click on the **Click Here to Sign Up** button on the log-in page. You will need to provide the following:

- Social Security Number
- Last Name
- Email Address

All of these items must match up with what we have on file for you. If you experience difficulty with this step, you can call the Applicant & Employee Support Line at 855-801-8451 or submit a ticket for faster response at [www.staffmark.com/onlinehelp](http://www.staffmark.com/onlinehelp).



### Search Available Positions

You can search for any available position by state and city. Once the list of positions is displayed, simply click on the Job Title to bring up detailed information about the position. From this page you can apply for the position, go back to your search results, enter a new search, or return to the home page.

### Update Your Availability

From the availability screen, it will show the last time you indicated your availability. Use the Update link to update your availability.

### Update Your Personal Information

“Update Your Personal Information” will walk you through 8 steps to update the following areas of your employee record. \*Note: If you choose electronic delivery option of W-2 you will need to go to the Employee page of the Staffmark website and select the W-2 Reprint link to retrieve your W-2 (not applicable for 2012 W-2).

- |                                 |   |
|---------------------------------|---|
| 1. Personal Contact Information | 5. Work History                               |
| 2. Education                    | 6. Placement Preferences                      |
| 3. Skills                       | 7. Financial Information                      |
| 4. Languages                    | 8. W-2 Deliver Option (Paper vs. Electronic)* |

### Staffmark Employee Resources

You can find a number of helpful resources and tools here. They include the Staffmark Employee Guide, individual time sheets, employee benefits & incentives, information on pay options and how to access online wage statements (pay stubs).

### Wage Statements (Pay Stubs) and W2s

You can access your wage statements (pay stubs) for any time period as well as download an electronic copy of all W2s available. W2s for year prior will be available by January 31 of current year.

#### **Wage Statement (Pay Stub) Retrieval System - For check dated on or after 11/04/2013**

- Click on Wage Statements (Pay Stubs) and W2s

- Select a Check Date from the Check Date drop down menu
- Click on the Download Check link

### **Wage Statement (Pay Stub) Retrieval System - For checks dated prior to 11/04/2013**

- Click on Wage Statements (Pay Stubs) and W2s
- Click on the “ To access wage statements (pay stubs) prior to November 2013, please log into your Skylight account by clicking [here](#)” link
- User Name: Your Social Security Number (SSN) without dashes (example: 123456789)
- Password: Default is last 4 digits of your SSN (example: 6789)
- Click on Log In and you are directed to change your password
- Enter current default password (last 4 digits of your SSN)
- Enter a new password
- Click change password & your new password change is complete
- Click continue
- Select desired Wage Statement (Pay Stub) to review your wages

### **W2 Retrieval**

- Click on desired W2 year from the drop down menu
- Click on the Download W2 link to review and save or print the W2

### **My Account**

You can review the date you registered and the last date you made yourself available. You can also review and update your email address as well as change your password. You can subscribe to job notification emails and view jobs for which you have expressed interest.

### **W2 Electronic Delivery Registration**

If you would like to receive your W2 electronically but don't want to go through the 8 step process of updating your information, you can use the quick Sign Up Today to Get Your W-2 Online link. Electronic W2s are typically available sooner than paper W2s that need to be mailed out.

### **Additional Resources**

This area contains Staffmark's complete Equal Opportunity Employer Statement. You can also click on the MyStaffmark Home link or button from any page to return to the home page.