

Help PropelHR! I am locked out of my Employee Portal!

You have come to the right place. We're here to help.

Depending on who you work for you either have a **Worklio** employee portal or a **UKG (Kronos)** employee portal. Or you have both (one for clocking in/out (**UKG**) and one to view your paystubs (**Worklio**)).

Both platforms have a web version and an app version.

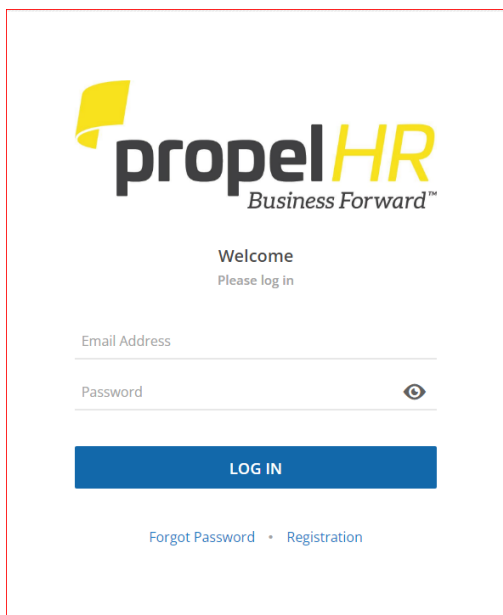
It is important to 1st gain access to the employee portal via the **web** before attempting to login via the app. It is also best to use **Chrome** as your web browser.

The minimum conditions for usage are the following:

- Operating System: Windows 7 or OS X 10.8 Mountain Lion
- Browser: Chrome 65, Microsoft Edge 40, Microsoft Edge 15, Safari 10 or FireFox 45.

It is highly recommended to update the browser to latest version for important security patches.

Worklio Employee Portal



Used to view basic employee information, view / download copies of paystubs and view / download copies of W2.

URL: <https://propelhr.worklio.com>

For new hires: Once you have onboarded, you should receive a link to the employee portal to the email address you provided during the hiring stage. If you do not receive a link within the first week of work, please ask your direct supervisor to email your Payroll Specialist for a link to the Employee Portal.

Note: You do need to first gain access to the web version of the employee portal and then request a second link for the mobile app.

For users who have forgotten their password: click on the blue link

[Forgot Password](#)

If you receive an error message, please screenshot if possible and make note of the full error message.

Please provide this information to your direct supervisor or fill out a request form and one of your PropelHR Specialists will reach out to you.