

TriNet Employee Portal Guide

Logging In

1. Open your web browser and go to <https://login.trinet.com>.
2. Enter your **Username** and **Password**.
3. Complete any multi-factor authentication (MFA) prompts if required.
4. Click **Sign In**.

If You Forgot Your Password

1. Go to <https://login.trinet.com>.
2. Click **Forgot Password**.
3. Follow the prompts to verify your identity.
4. Check your email for password reset instructions.
5. Create a new password and log in with your updated credentials.

If You Forgot Your Username

If you do not remember your username:

- Contact **TriNet Employee Support**:
 - **Phone:** 800-638-0461
 - **Email:** employees@trinet.com
- Be prepared to verify your identity before your username can be provided.

Common Employee Portal Features

After logging in, you can access many of your employment records and benefits, including:

Payroll

- View pay statements
- Download W-2s (when available)
- Review payroll history
- Update direct deposit information (if permitted)

Benefits

- Review medical, dental, and vision benefits
- View life insurance and retirement information
- Access benefit documents

Personal Information

- Update your home address
- Update your phone number
- Change emergency contact information

Time Off

- Request paid time off (PTO), if applicable
- View available PTO balances
- Review approved time-off requests

Tax Information

- Update federal and state tax withholding (W-4)

Other Questions

- Try the 24-hour chat at the bottom right corner of the screen

Need Help?

If you experience issues logging in or using the TriNet Employee Portal:

1. Try using the **Forgot Password** feature.
2. Contact your supervisor or your company's HR/Payroll Administrator if you need assistance with company-specific information.
3. Contact **TriNet Employee Support** if you cannot access your account:
 - **Phone:** 800-638-0461
 - **Email:** employees@trinet.com