



Employee Anytime Access Guide

To gain access to the portal, you will receive an invitation via email to access the DecisionHR employee portal.

If you completed your onboarding online, you will be sent an email to register for the DecisionHR Employee Portal. If you completed your onboarding through paper forms, please contact us for your invitation to enroll for the DecisionHR Employee Portal.

Contact EmployeeServices@Decisionhr.com for assistance or call 888-828-5511.

Step 1: When you receive the email, click the blue box link that says employee portal to get started!



Employee Portal Invitation

Hello,

You have been invited to join the Employee Portal. It is where you will access all of the important information related to your job. Continue to the registration process in order to get full access.

[EMPLOYEE PORTAL](#)

If you have a question or concern, please contact Summer Clothing or your supervisor.

Thank you.

Step 2: Once you click on the blue Employee Portal box in the email, this login screen will populate, asking you for your SSN.




Welcome

Please set up your account

SSN Number

[NEXT](#)

Step 3: Enter the password of your choosing and click Save.




Welcome
Please set up your account

First Name: Jenna
Last Name: Lobestien
Email Address: megwa813@yahoo.com
[Change Login](#)

Confirm Password

SAVE

Step 4: Now you can log on and see your information. To access the portal in the future, remember to use the link <http://employee.dhrlive.com>



Welcome Vic

- Ready to clock in?** [START WORK](#)
- Work location:** MAIN [Attendance Report](#)
- Stay tuned!** No new messages at this time. [Bulletin Board](#)
- Last Paycheck:** 01/26 - 02/01 Pay Period. [Last Pay Statement](#)
- Calendar:** February 2025
- Payroll History:** [Payroll History](#)
- It is your Pay Day:** **Fri, Feb 21**
- Pay Information:** Started On: Jan 19, 2025. Work Schedule: Full-Time. Compensation Type: Hourly.
- Documents:** Number of items: 0. Last upload: -

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Damon, Vic
J&K Services