



EMPLOYEE SELF-SERVICE PORTAL QUICK REFERENCE GUIDE

Welcome to OnTime Personnel! OTP utilizes Vfficient for its employee payroll support. This quick reference guide is designed to help users register and access the employee self-service portal (ESSP). From the portal, users can:

- Update personal information
- View and reprint payroll check stubs
- Print copy of W2s

To begin, open a new browser window or tab, and navigate to

<https://vns.prismhr.com/vns/auth/#/login?lang=en&clientId=40846>

If the user already has a username and password, enter the appropriate information and click 'Log In'.

To register for a username and password click 'Register'. After registering, use the username and password you just created, and you will be taken to the ESSP.

The screenshot shows the OnTime Personnel login and registration interface. At the top is the logo with a clock icon and the text 'N TIME PERSONNEL'. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field has a link 'Forgot username?' below it. The 'Password' field has a 'Show' button to its right and a link 'Forgot password?' below it. Below these fields is a message: 'For additional assistance, please email EmployeeSupport@vensure.com or call 866-636-2855.' At the bottom of the form are two buttons: 'Sign In' and 'Register'. At the very bottom of the page, there is a footer with 'Language: English' and a 'Privacy Policy' link.

If the user has forgotten their username or password, simply click the 'Forgot Username' or the 'Forgot Password' link and follow the instructions.

If you have any questions or issues with your portal login, please contact the employee support team below:

Employee Support Team - 866-636-2855

Monday - Friday 11 am to 8 pm Eastern Standard Time

Email: employeesupport@vensure.com