

Logging Into Wurk CheatSheet



Access your company time tracking, paystubs, and HR paperwork on a web browser or your mobile device*

For More Help...

Online help is inside Wurk on the main “hamburger” menu under

My Info>Wurk Help>Help

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- [Welcome to Wurk](#)
- [Navigating in Wurk](#)
- [Using the Wurk Mobile App](#)
- [Checking Your To-Dos](#)
- [Clocking In and Out & Working With Your Timesheet](#)

Use the link from your admin

Copy the URL to your browser address bar

Enter your username

{FirstNameInitial}{LastName}{Last2#sofSSN}

Enter your password

Your first-time password is *{Last4#sofSSN}* or

Provided in your Welcome to Wurk email

Reset and remember your login

You use this to clock hours & access HR

Verify Mobile (Virtual Code)

If enabled, verify by text, voicemail, or email

Check Your ToDos

Always check for items needing attention

* Some companies do not enable the mobile app, please check with your administrator.