



Welcome to Winston Support Services Employee Web Portal!

Follow these easy steps to process your time electronically:

1. Go to www.winstonresources.com
2. Click “Employee Login” on the top right
3. Enter your email address and password.
(Your password is the first letter of your last name, capitalized, followed by the last four digits of your Social Security number.)
4. Under the Timesheets menu select ENTER TIME. Select the appropriate week ending date to open the timesheet you are entering hours.
5. On the opened timesheet, enter the In/Out times for the day including meal period/unpaid time. e.g. In 8:00, Out 12:00, In 1:00, Out 5:00. Do not skip columns.
6. Your timesheet will display the calculate hours as you enter them. Once all time and expenses have been entered into the timesheet, select SUBMIT TIMESHEET.
7. An email will be sent to your approving supervisor and to Winston



Welcome to Winston Support Services Employee Web Portal!

***If you have any questions or concerns, please don't hesitate to call us at:
1-212-557-5000***