

# Creating an Employee User ID



Trion Solutions provides an integrated web portal from which any Employee can access, view and print their own payroll information and check stubs. Employees can access their information anytime and from anywhere, including from mobile devices and tablets.

New Users can create their own Login ID. They do not have to wait for an email or anyone to provide them their Login access. The instructions below will assist employees in creating their own Login to access their employee information.

The following instructions are for first-time users only; those who have not registered and created a Username and Password on the new Trion site. **Please note:** Even if you have/had a login for the previous site, DNet, you will still need to register and create a new Username and Password for the new site. You may use the same Username and Password from DNet, when you register onto the new site and create your new credentials.

Log onto the website with URL <https://payontime.trionworks.com>

Select **Register** if you are a first-time user and have not created your Username and Password in Trion's new platform.

Enter the requested information.

**Last Name**

**Identifier** – Enter your Social Security Number in the blank field below

**Personal Email**

**Username**

**Password**

**Password Must**

- ✔ be at least 8 characters in length
- ✔ contain at least 1 number
- ✔ contain at least 1 uppercase letter
- ✔ contain at least 1 lowercase letter

**Confirm Password**

Select **Register** after you have entered your information.

## Logging into the Trion Web Portal

After creating your Username and Password, enter the information on the window provided.

Select **Log In**

**Note:** If you have any difficulties creating or logging into the portal, you can use the [Forgot Username?](#) Or [Forgot Password?](#) features or contact Client Services at 248-498-8517

TRION SOLUTIONS  
relyontrion.com

Username

Password  Show

Welcome to your Trion Solutions HRIS System

[Log In](#) [Register](#)

[Forgot Username?](#) [Forgot Password?](#)

Language English

Welcome to the Trion Solutions Web Portal!

Employee Portal  
https://payontime.trionworks.com/#/ess/home

Demo Client

TRION SOLUTIONS  
Welcome RAY

Home Page  
Dashboard  
Personal  
Benefits  
Pay  
Sick Time  
Documents  
Events  
Taxes  
Onboarding  
Paid Time Off

Events  
No Events Scheduled

Life Events  
You can change your benefits based on your qualifying life event by starting the process here.  
\* Life Events  
Select One

Pay  
Most Recent Pay Statements  
12/24/2021  
12/10/2021  
11/12/2021  
View More

SICK TIME  
Planned Taken Available  
0 Hours 0 Hours 12 Hours  
Request Time Off PTO Summary

New Messages  
No Unread Messages

Benefits  
Not Enrolled In Benefits