

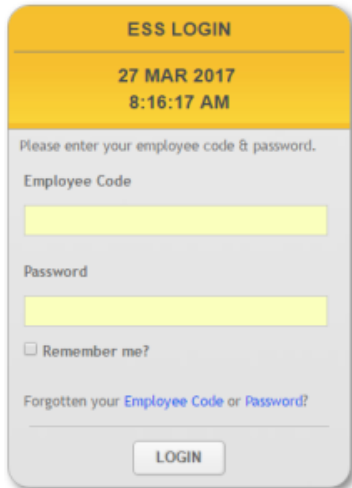
# Help! I've forgotten my Employee Code! How do I Retrieve my Employee Code in Time Target?

Use this information when you've forgotten your Employee Code

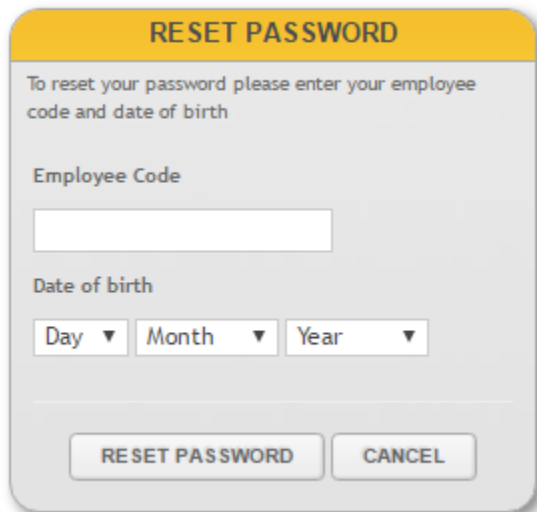
## Step-by-step guide

Good news 😊 ! If you've forgotten your Employee Code, you can easily Retrieve your Employee Code!

1. Go to the Casual Team Hub at <https://casualteamnsw.venueslive.com.au/>
2. Navigate to the Employee Self Service Login Screen by selecting "**Staff Login**"
3. Click on "**Employee Code**" at the bottom of the screen in "Forgotten your Employee Code or Password?"



4. On the Employee Code Reminder screen, enter your Email Address and Date of Birth. Then Click **Send Email**



5. An **Employee Code Reminder email** will be sent to the email address on your employee profile, Go to your email and find the message, Note your Employee Code and return to the Time Target Employee Self Service (ESS) Login screen
- OR
6. Alternatively, your Employee Code can also be found on your Payslip. Check your last Payslip on the Top Left (2nd line) for these details. Note your Employee Code and navigate to the Time Target Employee Self Service (ESS) Login screen

|   |   |                 |          |              |         |          |     |  |
|---|---|-----------------|----------|--------------|---------|----------|-----|--|
| Client No: NS266  | Name: VenuesLive Management Serv (NSW) P/L Cas              | Earnings:       | This Pay | Year To Date |         |          |     |  |
| Emp No: 1027  | Name: Jane Smith  | Gross:          | 345.20   | 892.75       |         |          |     |  |
| Pay Period: 01  | Location:   | Taxable Income: | 345.20   | 892.75       |         |          |     |  |
| Pay No: 1   | Position:   | Tax:            | 48.00    | 176.00       |         |          |     |  |
| Employer Message:   | PED Date: 13/11/16  | Deductions:     | 0.00     | 0.00         |         |          |     |  |
| ABN: 79612305898  | Business Name: VenuesLive Management Services (NSW) Pty Lim | Net:            | 197.20   | 716.75       |         |          |     |  |
| Super No:   |   |                 |          |              |         |          |     |  |
| Pay Distribution  |   |                 |          |              |         |          |     |  |
| EFT1  | 197.20  |                 |          |              |         |          |     |  |
|   |   | DIL:            | hrs      |              |         |          |     |  |
| Components  | Units   | Rate            | Value    | Date From    | Date To |          |     |  |
| Allowances  | Type  | This Pay        | YTD      | Deductions   | Type    | This Pay | YTD |  |
| Gov Parent  | B   | 345.20          | 416.40   |              |         |          |     |  |
| Superannuation Fund Name:   |   | Recr Serv       |          |              |         |          |     |  |
| KEY Type: A: After Tax B: Before Tax E: Employer Paid T: Tax Averaging X: Extra Tax |   |                 |          |              |         |          |     |  |
|   |   |                 |          |              |         |          |     |  |

## 7. Progress with your Login



*Tip: If you did not receive your Password Reset Email, check your SPAM folder. If you are still unable to locate it, contact [Time Target Service Desk](#) to request assistance. You can also request Help through the Casual Team Hub 😊*

## Related articles

- [Help! I've forgotten my Password! How do I Reset My Password in Time Target?](#)
- [Help! I've forgotten my Employee Code! How do I Retrieve my Employee Code in Time Target?](#)
- [How do I Login to Time Target's Employee Self Service \(ESS\)?](#)
- [Help! I've forgotten my Password and need to Clock In! How do I Reset My Password to Clock In?](#)
- [Help! How do I activate a Clock In Tablet to login?](#)