

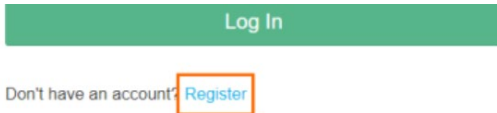
How to Report Your Time & Get Paid!

You will be using web time entry system to report your hours each week. **In order to ensure timely processing, you must submit your hours each week you work by midnight on Sunday. Delayed submittal will result in delayed pay.**

REGISTRATION

Before submitting time you must first register at Bullhorn Time & Expense. To access the registration website, please click on www.mypeoplenet.com and follow the steps below to create your account. **If you download the mobile app, our four-character client code is **MPOW**.

1. Click Register to create your account



2. On the *Register* screen, enter your email address. *The email must match the email Manpower has on file.
3. Enter and confirm your password.

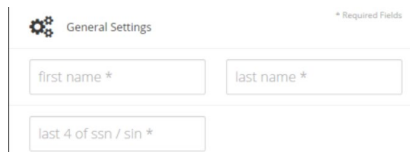
4. **IMPORTANT!** You will use the same email address to log into your account going forward for this assignment and any future assignments. Save your credentials!

Email: _____ Password: _____

5. Select **Next** to continue to Profile Settings. The Profile Settings screen allows you to adjust how your timesheet will display.

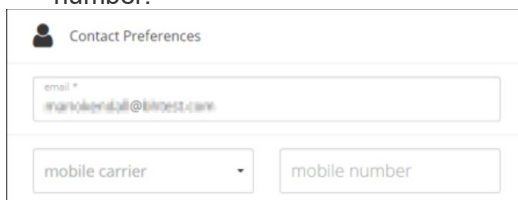
General Settings

6. Enter in your first name, last name, and the last four digits of your SSN/SIN.

A screenshot of a "General Settings" form. The title "General Settings" is at the top left, and "* Required Fields" is at the top right. There are three input fields: "first name *" and "last name *" are side-by-side at the top, and "last 4 of ssn / sin *" is below them.

Contact Preferences

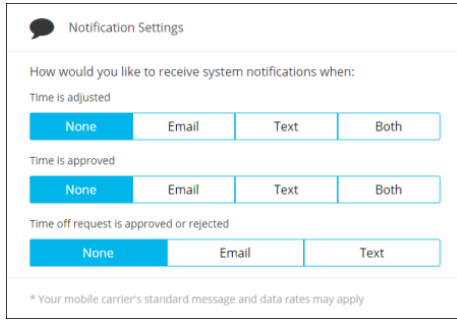
7. Your email address will automatically populate from the Register screen. If you prefer to be contacted at a different email address, you can update it here.
8. If you would like to receive notifications by text message, select your mobile carrier and enter your mobile number.

A screenshot of a "Contact Preferences" form. The title "Contact Preferences" is at the top left. There is an "email *" field with the text "marvokendall@billnest.com" inside. Below it are a "mobile carrier" dropdown menu and a "mobile number" input field.

Notification Settings

9. You can select your preferred method for receiving notifications when there have been changes to your timesheet. *Note: If you would like to receive text notifications, make sure you provide your mobile carrier and*

mobile number in the Contact Preferences section.



Notification Settings

How would you like to receive system notifications when:

Time is adjusted

None Email Text Both

Time is approved

None Email Text Both

Time off request is approved or rejected

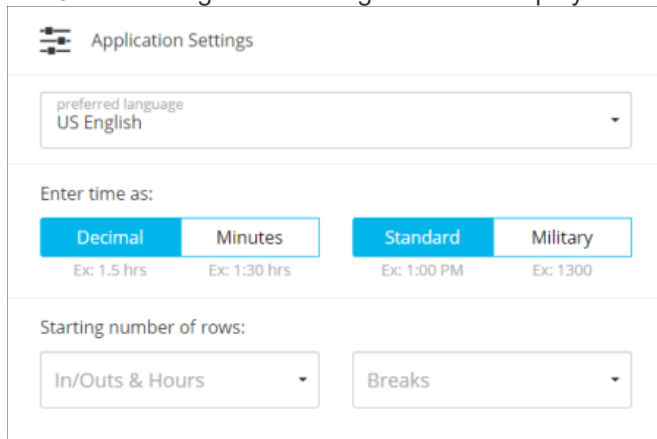
None Email Text

* Your mobile carrier's standard message and data rates may apply

Application Settings

The Application Settings determine how your timesheet will display.

9. Select your **preferred language**.
10. Choose how you would like your time to display.
 - o **Decimal** will display your time in 1/100th of an hour increments
 - o **Minutes** will display time in actual minutes.
11. Choose your preferred format for time entered.
 - o **Standard** or **Military**
12. Select the Starting number of rows for your time entry and breaks.
 - o Selecting one is enough for most employees.



Application Settings

preferred language
US English

Enter time as:

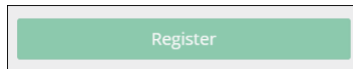
Decimal Minutes Standard Military

Ex: 1.5 hrs Ex: 1:30 hrs Ex: 1:00 PM Ex: 1300

Starting number of rows:

In/Outs & Hours Breaks

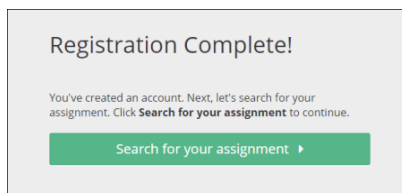
13. Select **Register** to complete your registration.



Register

FINDING YOUR ASSIGNMENT

1. On the *Registration Complete* screen, select **Search for your assignment** to open the *Find Your Assignment* screen.



Registration Complete!

You've created an account. Next, let's search for your assignment. Click **Search for your assignment** to continue.

Search for your assignment ▶

2. Find Your Assignment
 - a. First name, Last name, Last 4 of SSN, and email will default with information entered on previous pages
 - b. Select 'Find Your Assignment'
 - c. Your assignment information will appear on the right with your name, Client name, assignment description – approver, and your Employee ID

- d. Select an assignment
- e. Select 'Next'

****If no assignment results are returned, we are likely working on your setup. Please contact our office to confirm.**

TIME ENTRY

Enter Hours Worked

1. Click on the week ending date for which you would like to enter hours
2. Open the time entry window by clicking in the cell that corresponds to the assignment and day that you worked.

										Mar 23 - Mar 29 2015		
Site / Assignment	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Sun 03/29	Total		View & Print Time Card		
Regal Linen Pros Admin Assistant : Simon Drexler 100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Worked Yes <input checked="" type="checkbox"/>	No Time Entered <input type="button" value="Submit Work"/>	
Wonder Juices Implementation : Simon Drexler 100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Worked Yes <input checked="" type="checkbox"/>	No Time Entered <input type="button" value="Submit Work"/>	
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Click inside the day for which you would like to enter time.

3. Enter the times worked for the day. The AM/PM button is automatically changed based on time entered

In Out Time Entry- enter the time you started work and the time you ended work.

If you work over midnight, please be sure to select the correct AM/PM setting.

4. Add In/Out segments and unpaid breaks by clicking to add a row. Click to delete the row.
5. Click or to enter time for each work day. When you are done, click **Ok** to close the window.
6. To add a comment to your time card for your approver to view, click the icon and enter your comment.

Select **Submit** to submit the hours entered for all assignments on the time sheet.

Site / Assignment	Sun 09/13	Mon 09/14	Tue 09/15	Wed 09/16	Thu 09/17	Fri 09/18	Sat 09/19	Total	View & Print Time Card			
INSURANCE COMPANIES	7.55	7.55	7.55	7.55	7.55	7.55	0.00	45.30			Yes <input type="checkbox"/>	Saved Not Submitted Submit
Total	7.55	7.55	7.55	7.55	7.55	7.55	0.00	45.30				

Submit All For Approval

You must SUBMIT time for it to be sent to payroll. Saved time will not be processed for payment.

GETTING PAID

If you report your hours on time each week Payday is the following Friday after your first week of work. Contact your Manpower office or the Manpower Support Center with questions about your paycheck 207-828-4370.

TECHNICAL SUPPORT: Manpower Associate Care Center 1-800-561-6934 x2