



InView Time Entry – FAQ's

Time Entry access link for InView - www.mypeoplenet.com

Log In to time entry system -

- Enter your User ID and Password. (*Hint: Your User ID is the email address you used when you registered*)
- Click the “Log In” button to continue

Time Entry expectations - You are required to enter a timesheet every week that includes In/Out start/end times.

Timelines for weekly submittal - Timesheets should be submitted at the end of your work week but no later than close of business every Monday for the previous work week.

Submit timesheet for approval - After you have entered all hours worked for the week click the green “Submit” button on the far right of your timecard screen. When prompted click on the “Accept” button to acknowledge hours. When the final confirmation note appears click on the “Submit All For Approval” button in the lower left hand corner.

Changes to timesheet after submitting for approval - The Dashboard provides a summary of your weekly time sheets, the current status and whether time sheet edits are allowed. If you are able to make edits, click on the week ending link and select “Modify”. Enter applicable changes and follow the submittal process.

Holiday time entry - You should only enter hours on a holiday if you actually work on that day. If you do NOT work on the holiday, enter “0” hours on your timesheet for that day. Holiday pay that you may be entitled to receive as a part of your benefit package is set up in our payroll system to automatically process and pay you. Your timesheet should only reflect actual hours worked each week.

Vacation/Sick/Personal time entry - Enter “0” on all days that you are off of work for any reason.

Time entry questions - If you have time entry questions, you may email your question to TPStimecards@advantagetechical.com

- Jenn.TPStimecards@advantagetechical.com

Payroll Administrator

Additional Training - Detailed on-line tutorials/short videos are available by topic. Click on the “Help” tab at the top of the screen. In the drop down, select “University of Peoplenet” and select your topic.

Reset password - Enter your User ID and click on “Forgot Password”. Follow the prompts to re-set.

Technical system issues - If you are having technical system issues with the InView website you may email Peoplenetsupport@bullhorn.com or call customer support at 1.800.669.9765