

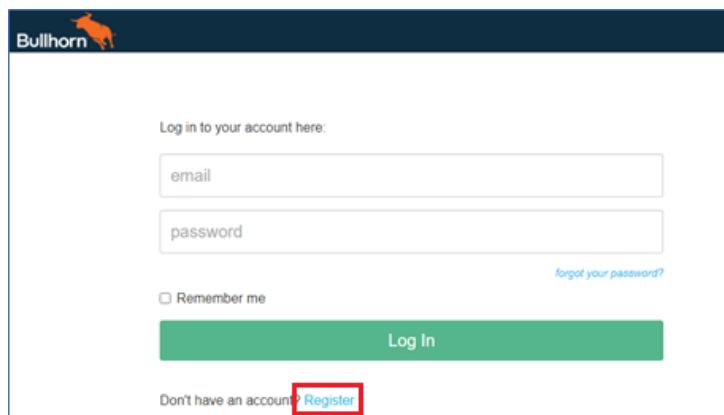
InView - Web Entry Hours Talent Instructions

Web Time Entry

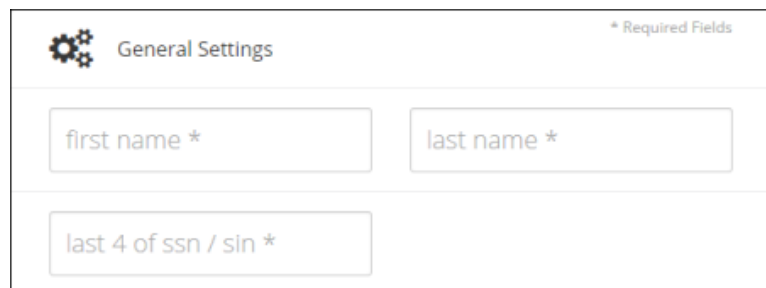
Before using Web Time Entry for the first time, you will need to create an account. You will only need to do this the first time you access the system as a WTE employee.

Creating an Account

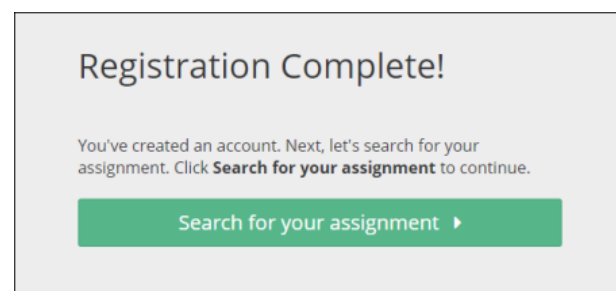
1. Access the website using either the URL www.mypeoplenet.com.
2. Click the **Register** button to continue



3. On the registration screen, enter your email address and enter a password. Confirm the password and select **Next** to continue to Profile Settings.
4. Under Profile Settings, you will be prompted to enter your first name, last name, and the last 4 digits of your social security number.

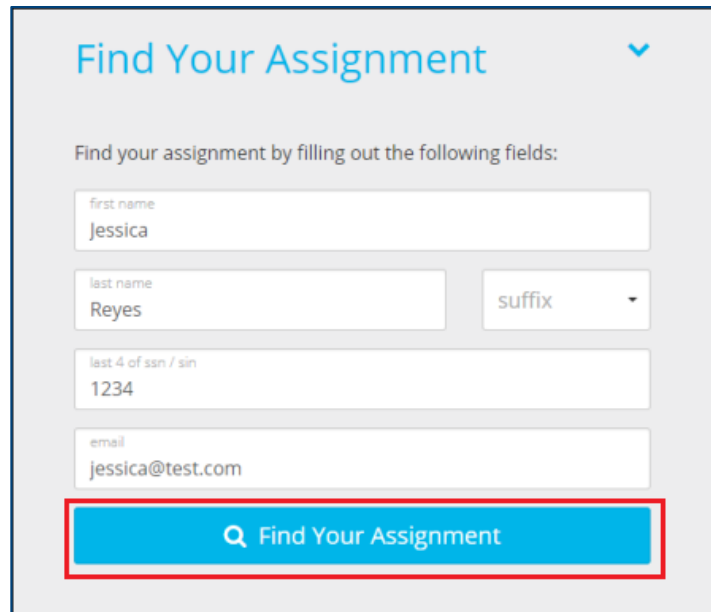


5. Select **Register** to complete your registration. On the Registration Complete screen, select **Search for your assignment** button to find your assignment screen.



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- In the **Find Your Assignment** form, verify that the information is accurate and select **Find Your Assignment**.



Find Your Assignment ▼

Find your assignment by filling out the following fields:

first name
Jessica

last name
Reyes

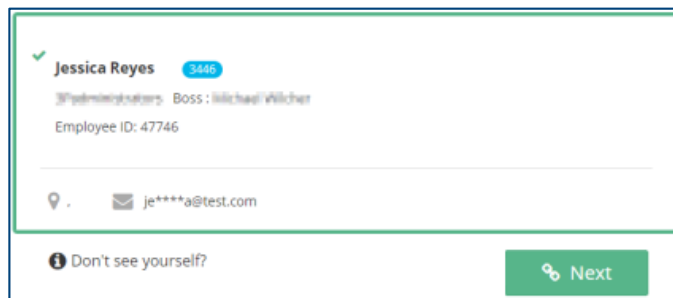
suffix ▼

last 4 of ssn / sin
1234

email
jessica@test.com

Find Your Assignment

- Select your assignment and click **Next**. You are now set up and will be on your timesheet dashboard where you can enter time.



✓ **Jessica Reyes** 3446

Administrator Boss: Michael Wilcher

Employee ID: 47746

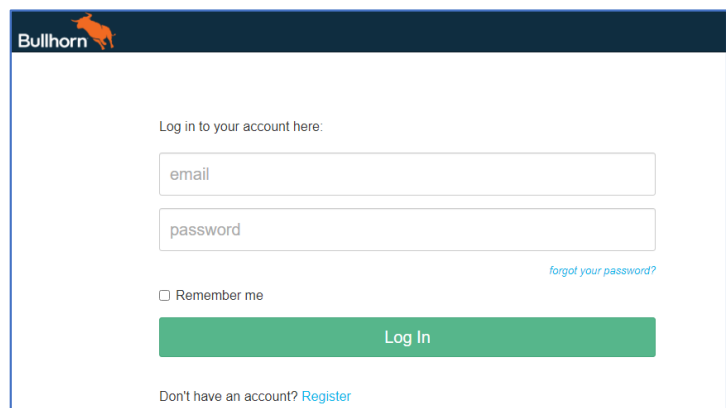
📍 . 📧 je****a@test.com

🔔 Don't see yourself?

Next

Logging into the System

- Access the website using either the URL www.mypeoplenet.com.
- Enter your User ID and Password. Your User ID is the email address you used when registering.
- Click the **Log In** button to continue



Bullhorn

Log in to your account here:

email

password

[forgot your password?](#)

Remember me

Log In

Don't have an account? [Register](#)


InView - Web Entry Hours Talent Instructions

A word about allowing popups...

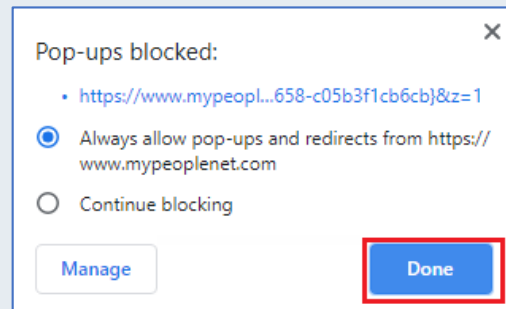
When using web entry, you must have popups allowed for the website. If you get a warning about popups being blocked, you will need to allow popups for the website.

When you signed in, we launched a new browser for the Bullhorn Time & Expense application. We left this browser open for your convenience.

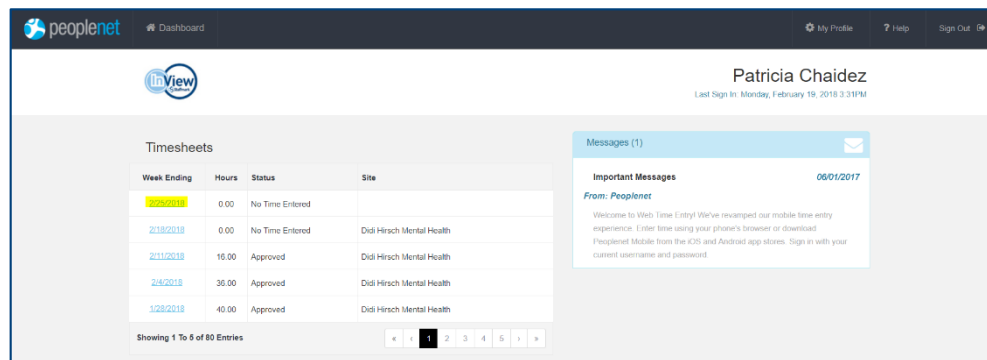
If you are attempting to sign in to Bullhorn Time & Expense and the application is not opening, please ensure that all popup blockers are disabled. Please contact your IT department for instructions on how to disable popup blockers.

To allow popups, click on the small icon with a red X in the upper right corner (). You will get a message asking you to allow pop-ups from the site. Select the **Always allow** option and click **Done**.

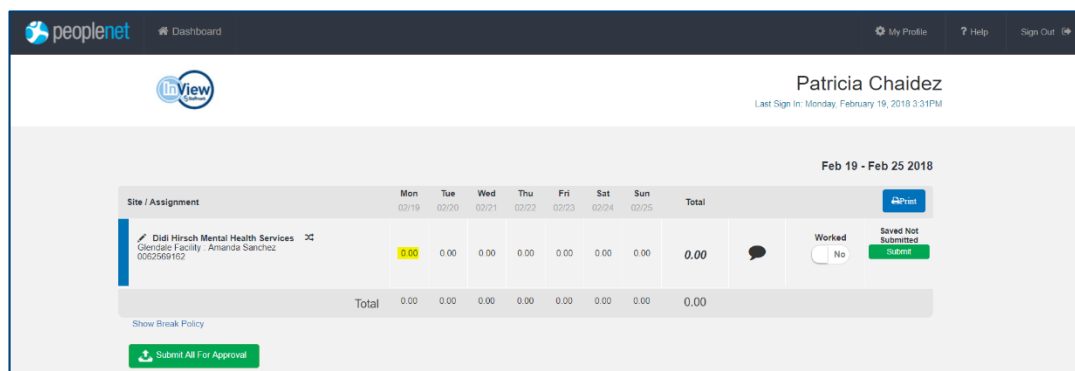
You can now log in again to see your timecard.



Once logged in, you will see a list of timesheets. Select the timesheet for the week ending to enter hours.



When the week is displayed, click on the first day of the week that hours were worked.



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You are required to record the following for each day worked:

- IN and OUT for day - adjust the AM/PM buttons as needed
- OUT for Meal Period and IN from Meal Period
 - Additional Work or Meal periods can be added by clicking the **+Work** and **+Meal** buttons at the bottom of the page.

Click the > (arrow) button at the top of the page to move to the next day in the week.

- If the same punches are needed for the next day, click the **Copy to Next Day** button at the bottom
- If the same punches are needed for the entire week (Mon-Fri), click the **Copy through Friday** button at the bottom
- If the hours for each day are different, use the > (arrow) to navigate through the week and add hours.

Submitting Hours

Once the hours have been entered, submit the time by clicking the green **Submit** button on the far right of the timecard.

Site / Assignment	Mon 02/19	Tue 02/20	Wed 02/21	Thu 02/22	Fri 02/23	Sat 02/24	Sun 02/25	Total	Worked	Saved Not Submitted
Didi Hirsch Mental Health Services Glendale Facility : Amanda Sanchez 0062599162	7.50	7.50	0.00	0.00	0.00	0.00	0.00	15.00	Yes	Submit
Total	7.50	7.50	0.00	0.00	0.00	0.00	0.00	15.00		

You will then need to acknowledge the required statement that the hours are accurate. Click the **Accept** button. You will get a notice that your assignment hours have been submitted.

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Required Statement

I hereby affirm that the time and hours recorded on this time record accurately and fully reflect all time that I have worked during the designated pay period. I further acknowledge that, other than as indicated in this time record, I have been provided all meal periods and rest breaks to which I am entitled during the pay period in accordance with Staffmark's Meal Period and Rest Break Policy, except for those that I reported through the timekeeping system. I have also been authorized and permitted to take all rest breaks to which I am entitled.

Decline **Accept**

Your assignment(s) is(are) being submitted

Please wait while this action completes

Submitting All Time for Approval

Once you have entered all time for the work week, you must submit the hours for approval.

From the Timecard Overview screen, click the green **Submit All For Approval** button in the lower left-hand corner.

Site / Assignment	Mon 02/19	Tue 02/20	Wed 02/21	Thu 02/22	Fri 02/23	Sat 02/24	Sun 02/25	Total
Didi Hirsch Mental Health Services Glendale Facility - Amanda Sanchez 0002989182	7.50	7.50	0.00	0.00	0.00	0.00	0.00	15.00 Show OT
Total	7.50	7.50	0.00	0.00	0.00	0.00	0.00	15.00

Once complete, you will be returned to the dashboard.

Week Ending	Hours	Status	Site
2/25/2018	0.00	No Time Entered	Didi Hirsch Mental Health
2/19/2018	0.00	No Time Entered	Didi Hirsch Mental Health
2/11/2018	16.00	Approved	Didi Hirsch Mental Health
2/4/2018	36.00	Approved	Didi Hirsch Mental Health
1/29/2018	40.00	Approved	Didi Hirsch Mental Health

Click the **Sign Out** button in the upper left-hand corner to log out of Web Time Entry.