Think differently
about work.

Manpower E-Time System

A Supervisors overview prepared for the
XYZ Company

www.manpowerlv.com

Manpower®

The Manpower E-Time tool is simple and easy to use.

- You can change your password at any time.
- Obtain historical assignment information like rates and dates.
- Review and approve timecards, even past approvals. (pgs. 7-11)
- Best of all Manpower processes your timecards as soon as they are approved, with no paper timecards to contend with!

Time Reporting and Approval Cycle

Current Work Week	**Mon 1**	**Tue 2**	**Wed 3**	**Thu 4**	**Fri 5**	**Sat 6**	**Sun 7**
Approval Window	**Mon 8**	**Tue 9**	**Wed 10**	**Thu 11**	**Fri 12**	**Sat 13**	**Sun 14**

Employee submits timeslip by midnight on Sunday (PST) for hours worked during current work week.

You respond to email and approve or reject timeslips for current pay period (1-7). Payroll begins processing any approved timeslips.

Any hours submitted but not approved will not be processed by payroll pending approval. Invoices are processed for approved time on Wednesday night.

Note: Rejected timeslips are held for approval, and are not swept.

Logging in is as easy as 1,2,3

1. Start by going to our URL: webcenter.manpowerlv.com

   or

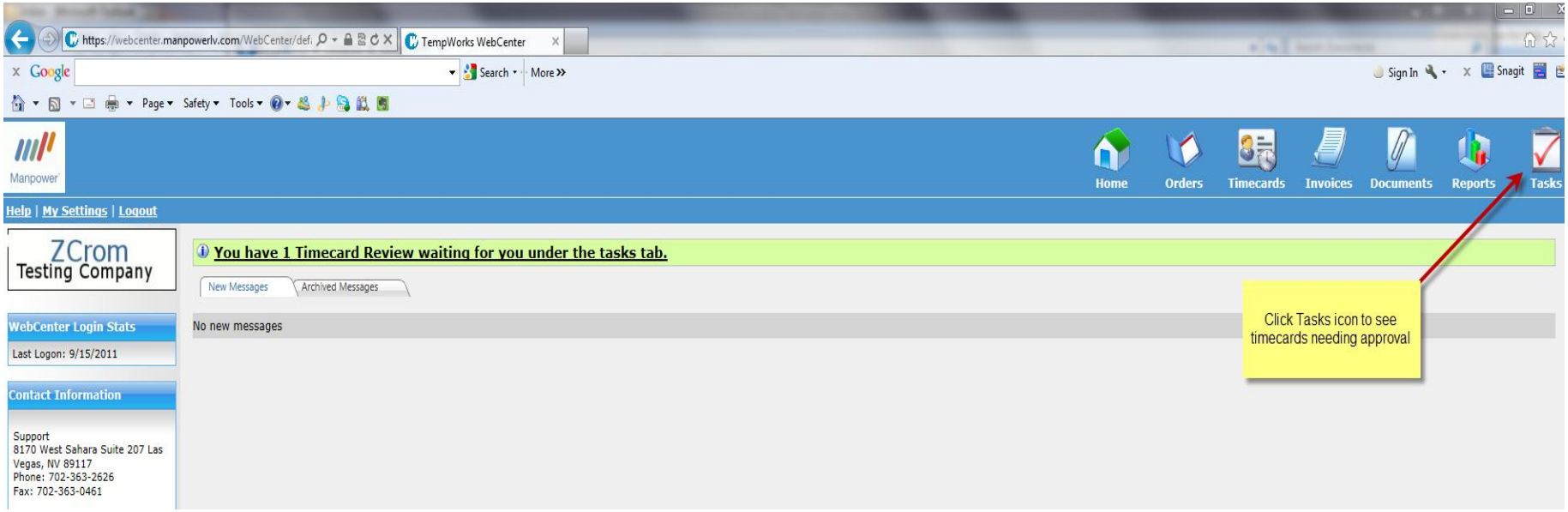
   Simply go to our website www.manpowelv.com and click on the Web Center Portal link!

2. Enter your username and password. Contact your onsite specialist if you have not received your password .

3. Click on Sign in Now

Reminder: Your password can be personalized once you login to make it easier to remember!

Simply click on Tasks to view the status of your time slips...



Timecard Needing Approval

1. Click next to the Employee name to expand detail

2. Click on View Timecard if you wish to view hourly detail.

3. Or you can Approve timecard here by clicking on the approved radio button. and click on Perform Selected Action.

Time Slip Detail (Your back button will get you back to the previous approval screen)

This screen allows the supervisor to view the hours as they were entered.

Time cannot be modified by a supervisor once it has been submitted for approval. Time can only be rejected, at which point the employee must modify their hours and resubmit them.

Timecard (9/12/2011 - 9/18/2011)

zztest2 zztest2
ZCrom Equipment, Typist Ii
Created By: zztest2, zztest2
Supervisor: John Barr
Pay Rate: $8.25
Approved By: N/A
Approval Date: N/A

Time | Adjustment | History

Add Timecard

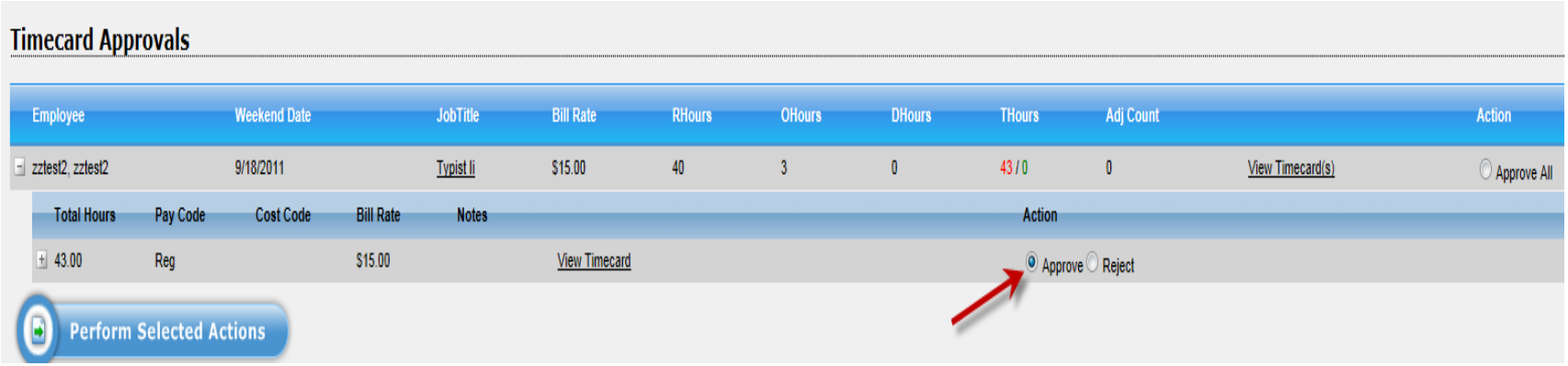
Total Timecards: **1** - Page: **1** of **1** Prev. << <[1]> >> Next

	9/12/2011 Monday	9/13/2011 Tuesday	9/14/2011 Wednesday	9/15/2011 Thursday	9/16/2011 Friday	9/17/2011 Saturday	9/18/2011 Sunday
Time In	8:00 AM	8:00 AM	7:00 AM	8:00 AM	8:00 AM		
Break 1	0	0	0	0	0	0	0
Lunch Out	12:00 PM	12:00 PM	11:00 AM	12:00 PM	12:00 PM		
Lunch In	12:30 PM	12:30 PM	11:30 AM	1:00 PM	12:30 PM		
Break 2	0	0	0	0	0	0	0
Time Out	4:30 PM	5:00 PM	5:00 PM	5:30 PM	5:00 PM		
Totals:	8.00	8.50	9.50	8.50	8.50	0.00	0.00
Weekly Totals:	Regular Hours: **40.00**		Overtime: **3.00**		Double: **0.00**	Total: **43.00**	

Pay Code: Reg
Cost Code:

Notes:

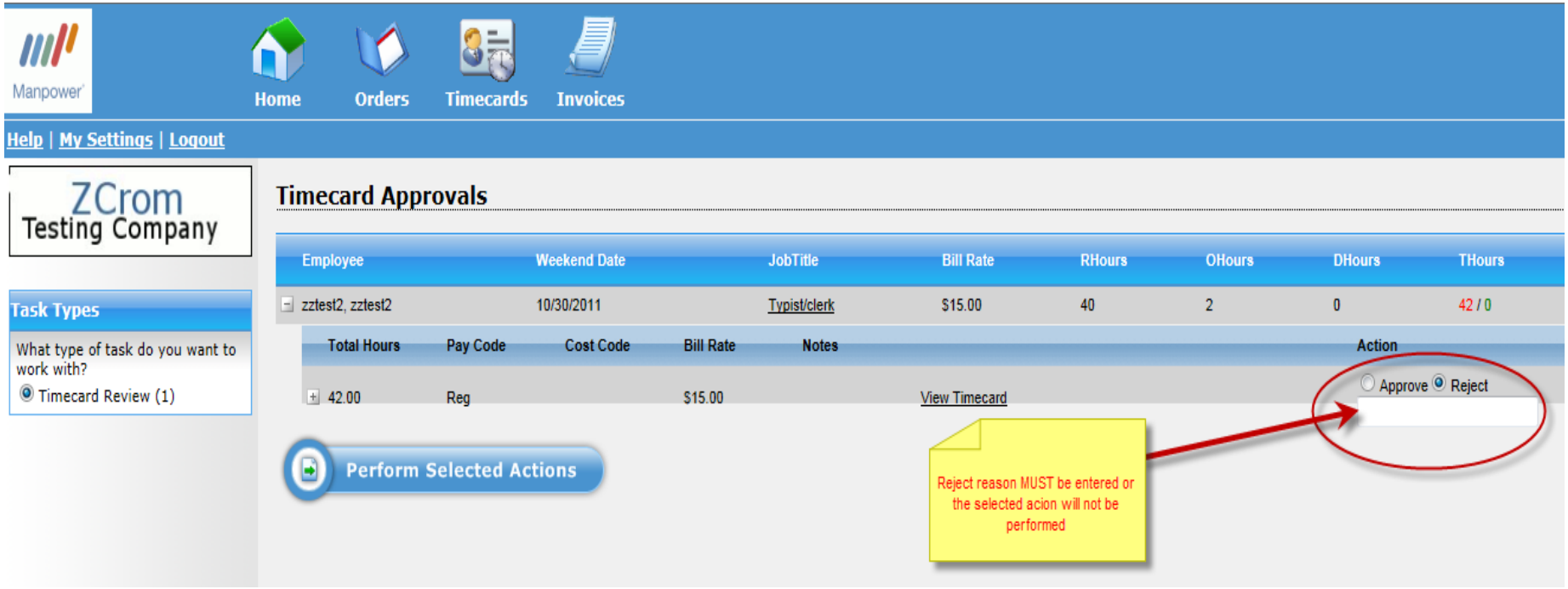
Approve or Reject Timecards



Approve or reject time slips by clicking in the radio button which corresponds with the associate.

Then click on Perform Selected Action and you are done.

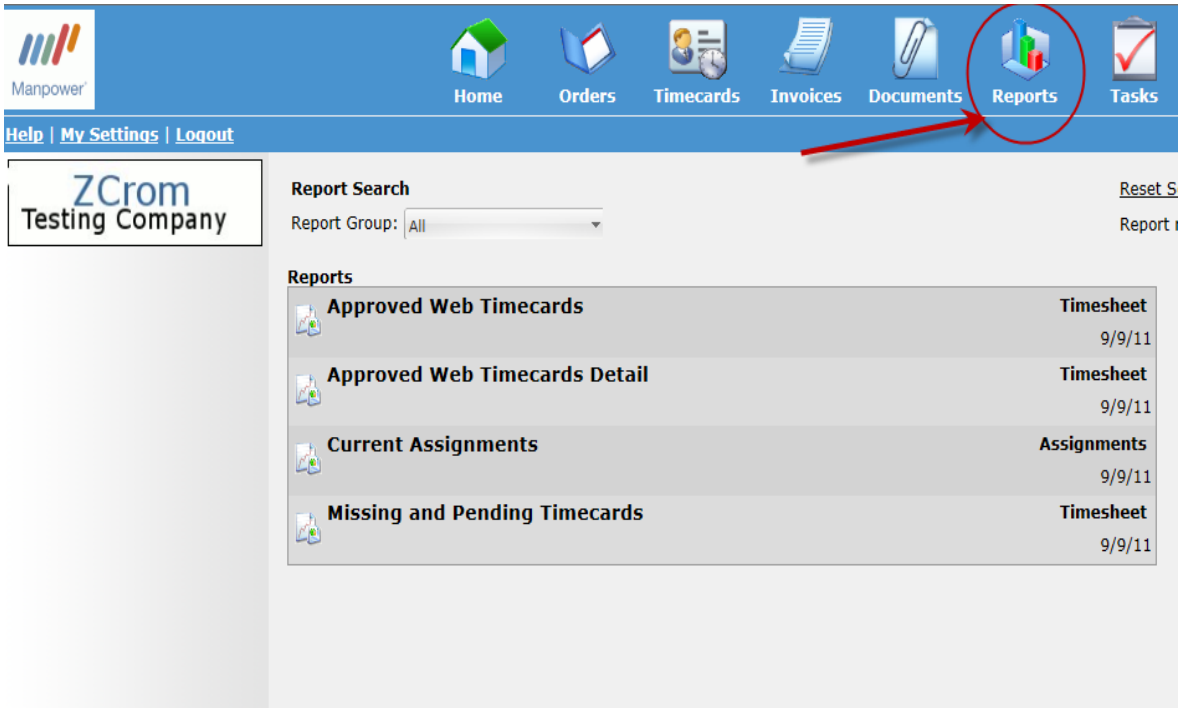
Rejecting Timecards



IMPORTANT - Input a reject reason in the box before clicking on Perform Selected Action. Failure to put a reason in the box will prevent the time card from being rejected.

Review Reports

Your webcenter login will also allow you to run selected reports so you can view historical data.



Alternate Approver

- Manpower can setup an alternate approver, in addition to the primary supervisor, to ensure that all Employee time is approved even when the designated supervisor is unavailable or to facilitate an auditing reporting function.

- Alternate approvers can login and perform the same approval / rejection roles as the supervisor via the Internet.

- As a result, Manpower payroll receives and processes approved hours without delay