

Manpower E-Time System

webcenter.manpowerlv.com

Think differently
about work.



Manpower®

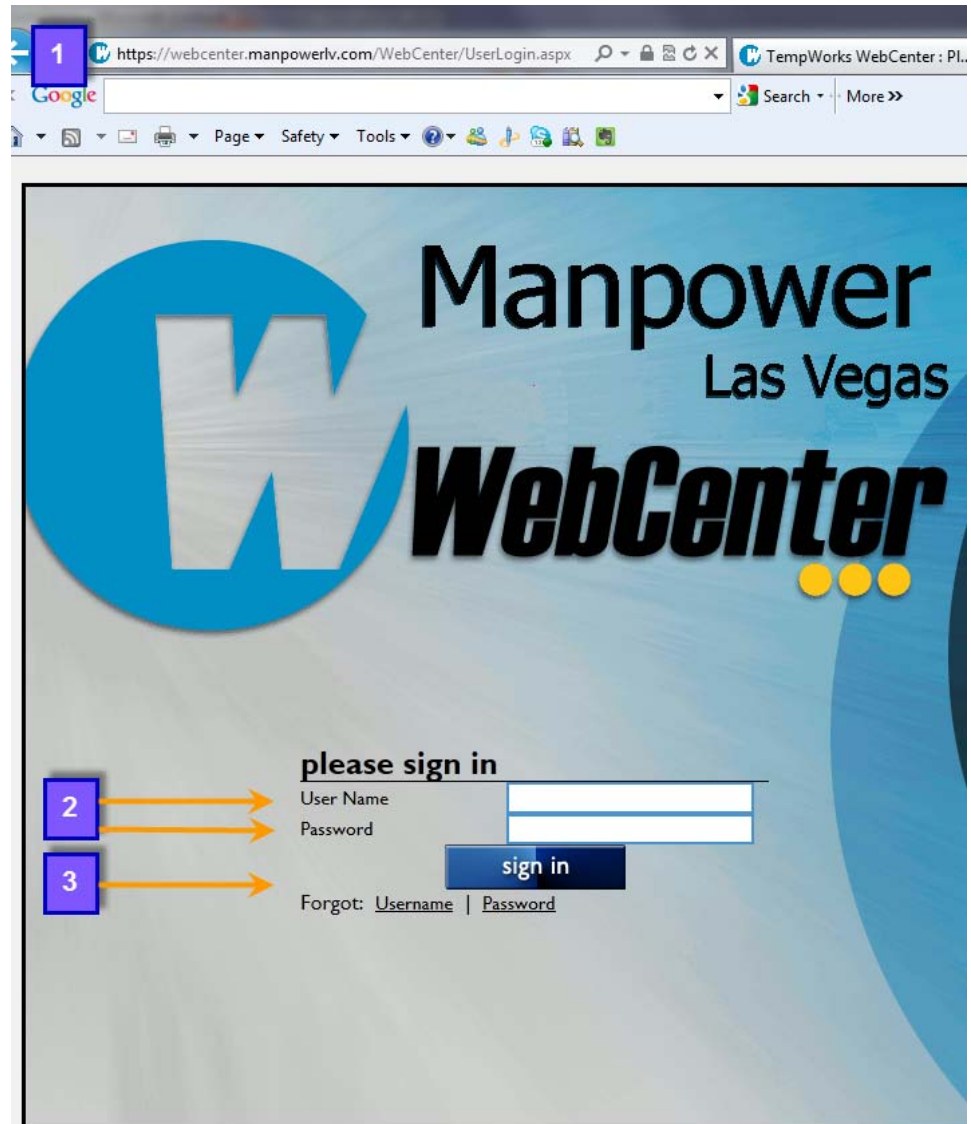
The Manpower E-Time tool is simple and easy to use.



- You can change your password at any time.
- Obtain historical assignment information like pay rates and dates.
- Review wage histories and re-print prior paystubs.
- Best of all Manpower processes your timecards as soon as they are approved by your supervisor, with no paper timecards to contend with!

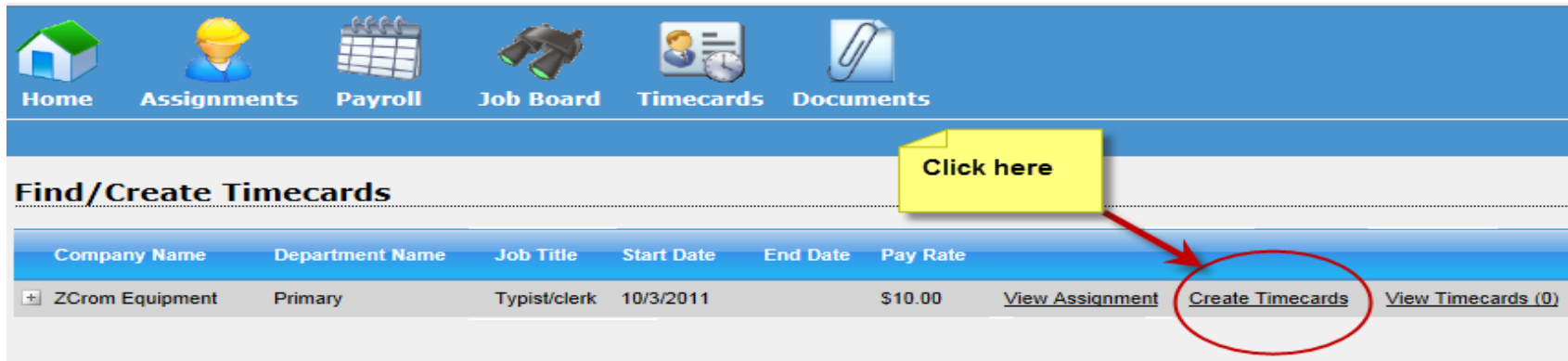
Logging in is as easy as 1,2,3

1. Start by going to our URL:
webcenter.manpowerlv.com
or
Simply go to our website
www.manpowerlv.com and click on
the WebCenter link!
2. Enter your username and login.
(They are the same the first time
you login but can be changed
anytime thereafter.) Your
username can be found on your
paystub, it is the control number.
3. Click on **Sign in Now**



Simply create a timecard and enter your hours...

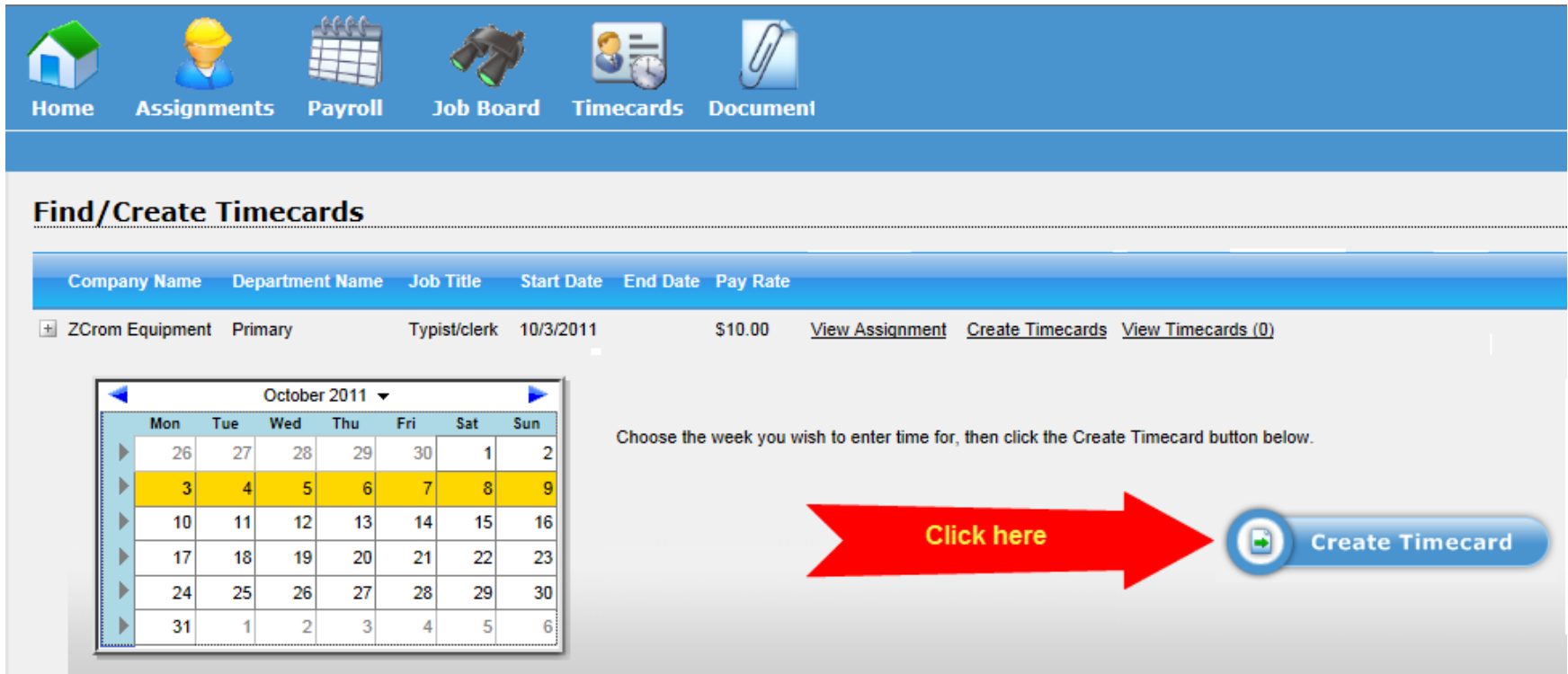
- Click on the **Create Timecards** link for the assignment you wish to enter your time for



The screenshot displays the Manpower webcenter interface. At the top, there is a navigation bar with icons and labels for Home, Assignments, Payroll, Job Board, Timecards, and Documents. Below this is a section titled "Find/Create Timecards". A table lists assignments with columns for Company Name, Department Name, Job Title, Start Date, End Date, and Pay Rate. The first row shows an assignment for "ZCrom Equipment" in the "Primary" department, with the job title "Typist/clerk" and a start date of "10/3/2011". The pay rate is "\$10.00". To the right of the table, there are three links: "View Assignment", "Create Timecards", and "View Timecards (0)". A yellow callout box with the text "Click here" has a red arrow pointing to the "Create Timecards" link, which is also circled in red.

Company Name	Department Name	Job Title	Start Date	End Date	Pay Rate			
+ ZCrom Equipment	Primary	Typist/clerk	10/3/2011		\$10.00	View Assignment	Create Timecards	View Timecards (0)

Select the week you wish to enter time for and click Create Timecard



Find/Create Timecards

Company Name	Department Name	Job Title	Start Date	End Date	Pay Rate	
ZCrom Equipment	Primary	Typist/clerk	10/3/2011		\$10.00	View Assignment Create Timecards View Timecards (0)

October 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Choose the week you wish to enter time for, then click the Create Timecard button below.

Click here

Create Timecard

Enter hours for the days you worked. Time must be entered using military time.(ie. 6:00 am can be entered as 6, but 6 pm must be entered as 18)

You must enter lunch in and out times.

When finished you have two options:

1. **"Calculate & save"** - allows you to save your timecard and return later to modify again.
2. **"Submit for processing"** - saves the timecard and closes it for payroll processing. Time cannot be modified once it has been submitted.

Timecard (10/3/2011 - 10/9/2011)

zztest2 zztest2
 ZCrom Equipment, Typist/clerk
 Created By: zztest2, zztest2
 Supervisor: John Barr
 Pay Rate: \$10.00
 Approved By: N/A
 Approval Date: N/A

Time Adjustment History

Calculate & Save **Submit Selected Timecards**
 Delete/Unlock For Edit Add Timecard

Total Timecards: 1 - Page: 1 of 1

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	10/3/2011 Monday	10/4/2011 Tuesday	10/5/2011 Wednesday	10/6/2011 Thursday	10/7/2011 Friday	10/8/2011 Saturday	10/9/2011 Sunday
Time In	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM		
Break 1	0	0	0	0	0	0	0
Lunch Out	11:30 AM	11:30 AM	11:30 AM	12:00 PM	12:00 PM		
Lunch In	12:30 PM	12:30 PM	12:30 PM	1:00 PM	1:00 PM		
Break 2	0	0	0	0	0	0	0
Time Out	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		
Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Weekly Totals:	Regular Hours: 0.00		Overtime: 0.00		Double: 0.00		Total: 0.00
Pay Code	Reg						
Cost Code							
Notes:							

Total Timecards: 1 - Page: 1 of 1

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Timecard Status

1. Select View Timecards to view the status of your timecard.

Find/Create Timecards

Company Name	Department Name	Job Title	Start Date	End Date	Pay Rate		
ZCrom Equipment	Primary	Typist/clerk	10/3/2011		\$10.00	View Assignment	Create Timecards
							View Timecards (1)

2. Then use the legend in the Timecard Filters box to compare with the icon shown on your timecard to determine timecard status

My Settings | Logout

Timecard (10/3/2011 - 10/9/2011)

zztest2 zztest2
 ZCrom Equipment, Typist/clerk
 Created By: zztest2, zztest2
 Supervisor: John Barr
 Pay Rate: \$10.00
 Approved By: N/A
 Approval Date: N/A

Time Adjustment History

Calculate & Save Submit Selected Timecards

Delete/Unlock For Edit Add Timecard

Total Timecards: 1 - Page: 1 of 1

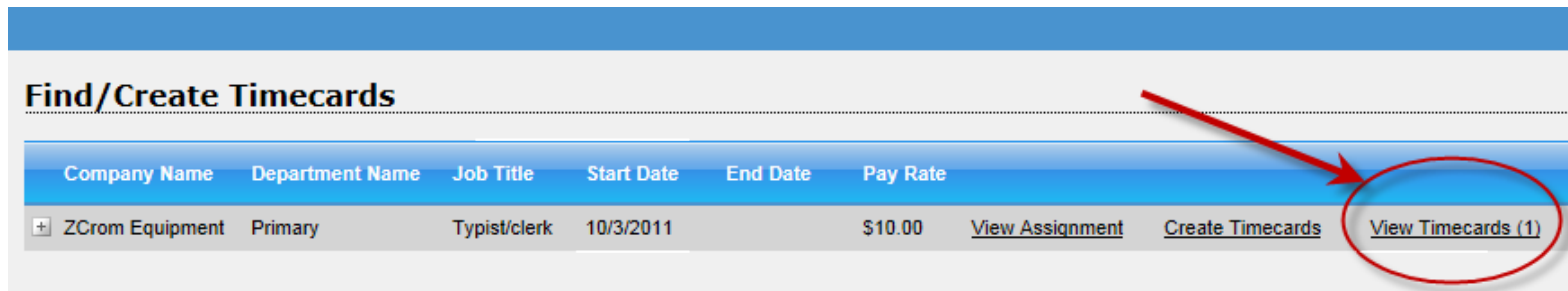
Prev. << <[1]> >> Next

	10/3/2011 Monday	10/4/2011 Tuesday	10/5/2011 Wednesday	10/6/2011 Thursday	10/7/2011 Friday	10/8/2011 Saturday	10/9/2011 Sunday
Time In	6:00 AM						
Break 1	0	0	0	0	0	0	0
Lunch Out	11:00 AM						
Lunch In	12:00 PM						
Break 2	0	0	0	0	0	0	0
Time Out	3:00 PM						
Totals:	8.00	0.00	0.00	0.00	0.00	0.00	0.00
Weekly Totals:	Regular Hours: 8.00		Overtime: 0.00		Double: 0.00		Total: 8.00
Pay Code	Reg						
Cost Code							
Notes:							

Total Timecards: 1 - Page: 1 of 1

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What do you do if your supervisor informs you that your Timecard has been rejected?



Find/Create Timecards

Company Name	Department Name	Job Title	Start Date	End Date	Pay Rate			
+ ZCrom Equipment	Primary	Typist/clerk	10/3/2011		\$10.00	View Assignment	Create Timecards	View Timecards (1)

- Simply return to your timecard screen and modify your timecard and enter your revised hours. Your rejected timecard will appear as a Rejected Timecard.

You're done!

Helpful Tips:



Change your username and password to make them easier to remember!

Remember to review your name, address and assignment periodically if you know it has changed.

Submit your timecard before midnight on Sunday to allow sufficient time for processing!

Feel free to contact us with any questions.

Saving the world
one click at a
time.

