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!

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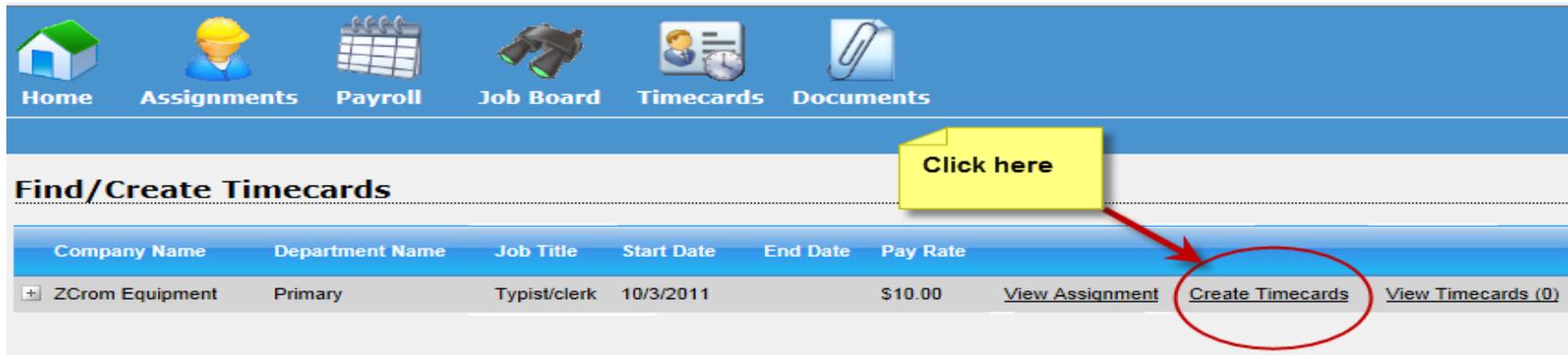
Logging in is as easy as 1,2,3

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

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Simply create a timecard and enter your hours...

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

Select the week you wish to enter time for and click 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 | Histor

#1   #2

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

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Timecard Status

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

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

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

- 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.