



## Manpower E-Time System

A Supervisors overview prepared for the  
**XYZ Company**

[www.manpowerlv.com](http://www.manpowerlv.com)

Think differently  
about work.



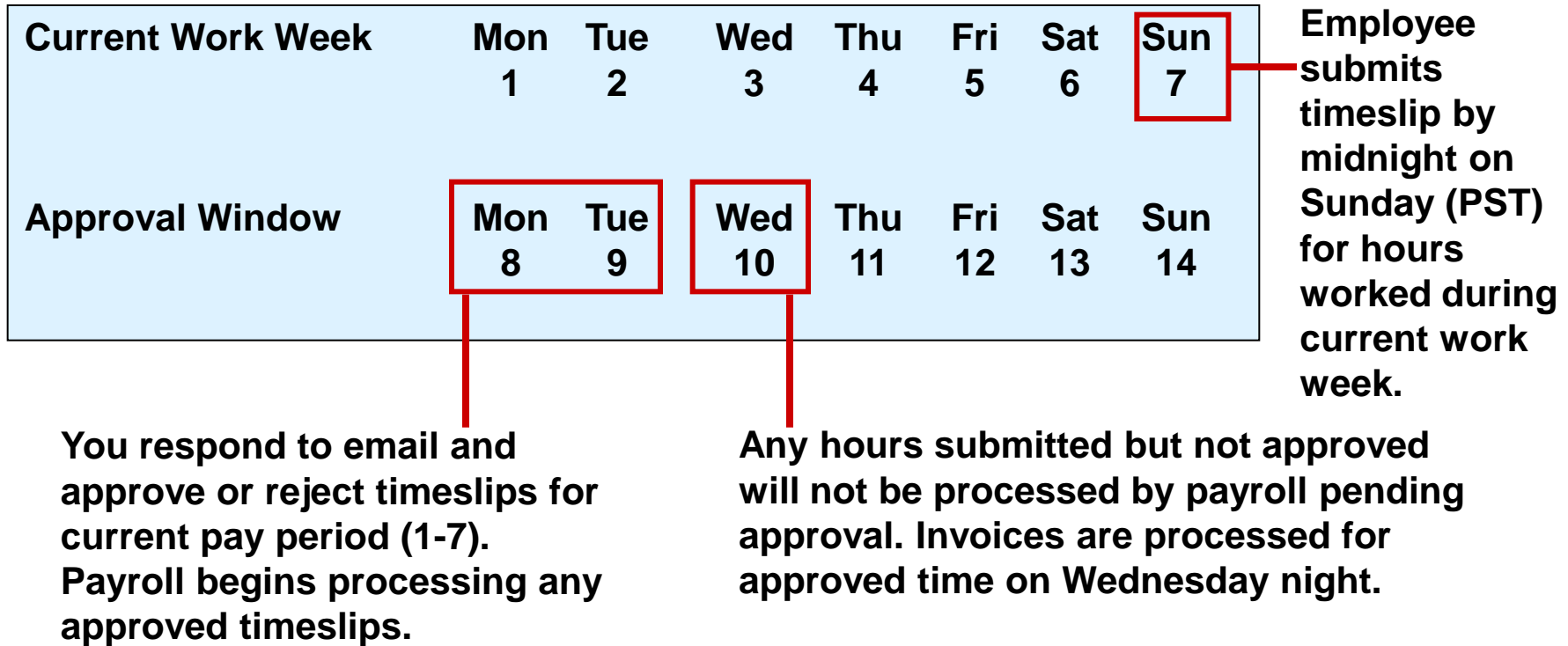
Manpower®

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



- You can change your password at any time.
- Obtain historical assignment information like 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



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

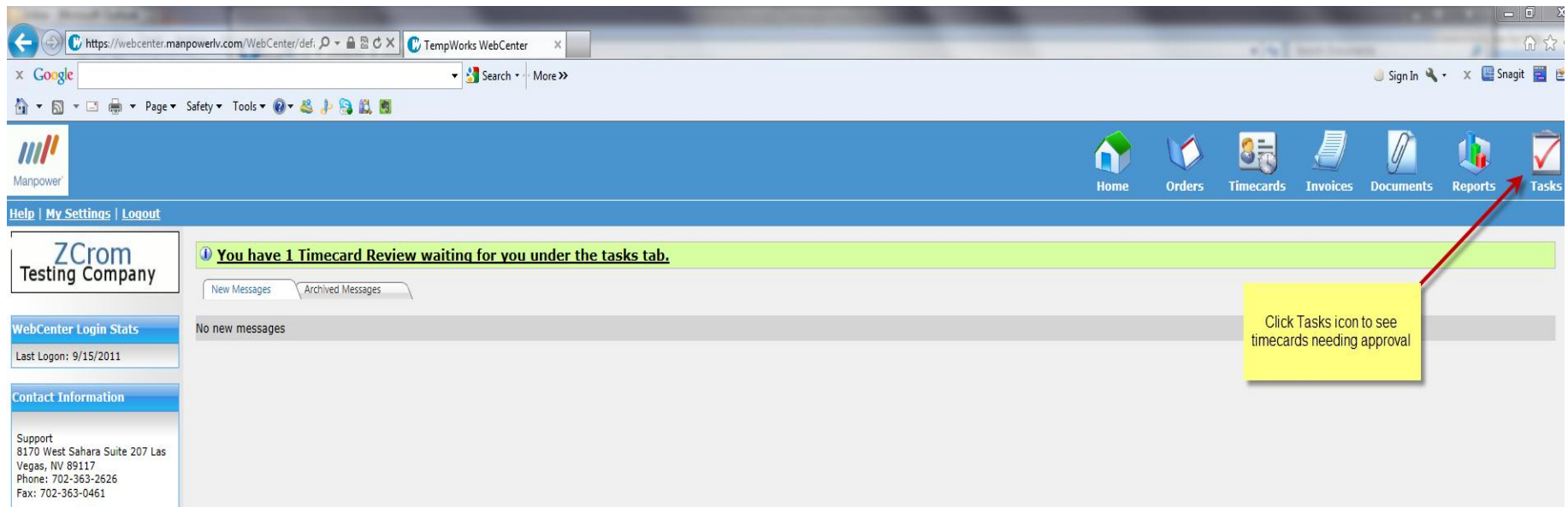
# Logging in is as easy as 1,2,3

1. Start by going to our URL:  
[webcenter.manpowerlv.com](https://webcenter.manpowerlv.com)  
or  
Simply go to our website [www.manpowerlv.com](http://www.manpowerlv.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...



The screenshot displays the Manpower WebCenter interface. The browser address bar shows the URL <https://webcenter.manpowerlv.com/WebCenter/def>. The navigation bar includes icons for Home, Orders, Timecards, Invoices, Documents, Reports, and Tasks. A red arrow points to the Tasks icon. A yellow callout box with the text "Click Tasks icon to see timecards needing approval" is positioned near the arrow. A green notification banner at the top of the main content area reads: "You have 1 Timecard Review waiting for you under the tasks tab." The left sidebar contains the ZCrom Testing Company logo, WebCenter Login Stats (Last Logon: 9/15/2011), and Contact Information (Support, 8170 West Sahara Suite 207 Las Vegas, NV 89117, Phone: 702-363-2626, Fax: 702-363-0461).

# Timecard Needing Approval

**Timecard Approvals**

Employee	Weekend Date	Job Title	Bill Rate	RHours	OHours	DHours	THours	Adj Count	Action
<input type="checkbox"/> zzlest2, zzlest2	9/18/2011	<a href="#">Typist II</a>	\$15.00	40	3	0	43 / 0	0	<a href="#">View Timecard(s)</a> <input type="radio"/> Approve All
Total Hours	Pay Code	Cost Code	Bill Rate	Notes	Action				
<input type="checkbox"/> 43.00	Reg		\$15.00	<a href="#">View Timecard</a>	<input type="radio"/> Approve <input type="radio"/> Reject				

 Perform Selected Actions

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		
<b>Totals:</b>	<b>8.00</b>	<b>8.50</b>	<b>9.50</b>	<b>8.50</b>	<b>8.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Weekly Totals:</b>	<b>Regular Hours: 40.00</b>		<b>Overtime: 3.00</b>		<b>Double: 0.00</b>		<b>Total: 43.00</b>
Pay Code	Reg						
Cost Code							
Notes:							

# Approve or Reject Timecards

**Timecard Approvals**

Employee	Weekend Date	JobTitle	Bill Rate	RHours	OHours	DHours	THours	Adj Count	Action
<input type="checkbox"/> zztest2, zztest2	9/18/2011	<a href="#">Typist.li</a>	\$15.00	40	3	0	43 / 0	0	<a href="#">View Timecard(s)</a> <input type="radio"/> Approve All
Total Hours	Pay Code	Cost Code	Bill Rate	Notes	Action				
<input type="checkbox"/> 43.00	Reg		\$15.00		<a href="#">View Timecard</a> <input checked="" type="radio"/> Approve <input type="radio"/> Reject				

 Perform Selected Actions



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

**Timecard Approvals**

Employee	Weekend Date	JobTitle	Bill Rate	RHours	OHours	DHours	THours
zzlest2, zzlest2	10/30/2011	Typist/clerk	\$15.00	40	2	0	42 / 0

Total Hours	Pay Code	Cost Code	Bill Rate	Notes	Action
42.00	Reg		\$15.00		<input type="radio"/> Approve <input checked="" type="radio"/> Reject

**Perform Selected Actions**

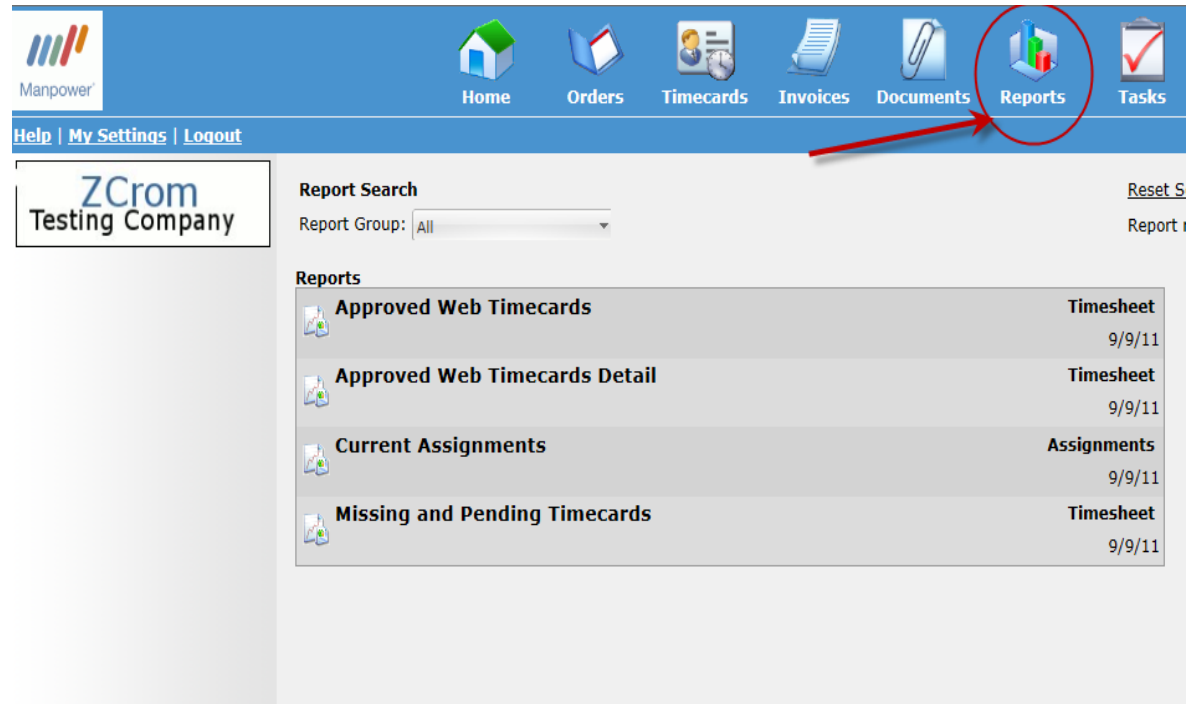
[View Timecard](#)

Reject reason MUST be entered or the selected action will not be performed

**\*\*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.



The screenshot displays the Manpower webcenter interface. The top navigation bar includes icons for Home, Orders, Timecards, Invoices, Documents, Reports, and Tasks. The Reports icon is circled in red, and a red arrow points to it from the right. Below the navigation bar, the user is logged in as 'ZCrom Testing Company'. The main content area shows a 'Report Search' section with a dropdown menu set to 'All'. Below this is a 'Reports' section with a table of available reports.

Report Name	Report Type
Approved Web Timecards	Timesheet
Approved Web Timecards Detail	Timesheet
Current Assignments	Assignments
Missing and Pending Timecards	Timesheet

## 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

