

GETTING STARTED: Register

STEP 01

- Receive your **Welcome to TIME trak** email
- This email includes important login information

STEP 02

- Go to www.employbridge.mypeoplenet.com
- Click **Create an Account**

STEP 03

- Fill in the fields as instructed in the Welcome email
- Click **Continue**

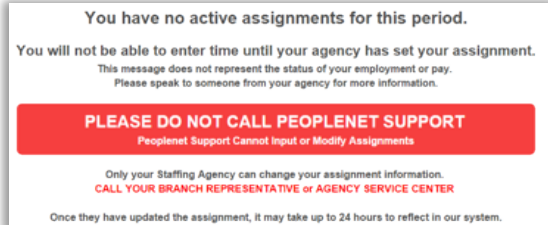
Associates

How to Get Paid



Getting an Error Message? You cannot register for TIME trak until you receive your Welcome Email.

Registering early will result in this error. Time cannot be added before the start date or after the end date of your assignment. Contact the branch with questions



TIME REPORTING: Enter time daily and submit time weekly

STEP 01

- Go to www.employbridge.mypeoplenet.com

STEP 02

- Login with your User ID (your email address) and Password.

STEP 03

Select the correct date to open your time card.

STEP 04

Select the correct day to enter your work in and out for the day.

STEP 05

- In the break section, enter any unpaid breaks like lunch.
- If you have additional work or unpaid break sessions, click +Work or +Break.

STEP 06

Click OK to save your entries for the day.
DO NOT CLICK SUBMIT YET!! Only Submit when all time/unpaid breaks have been entered for the week.

STEP 07

- Submit** your time for the week by Sunday evening.

LOGIN REMINDER:

User ID: _____

Password: _____

NEED HELP?

For more information go to:

<http://learn.peoplenet.com/help/en-us/wte/ebtt/>

If you need assistance contact the Help Center at:

866-997-2869

See Reverse for Examples →

Accessing Your Timesheet: Select the correct Week Ending date

Week Ending	Hours	Status	Site
3/5/2017	0.00	No Time Entered	Dealers Warehouse - Rewor
2/26/2017	0.00	No Time Entered	
2/19/2017	0.00	No Time Entered	

LATE TIME?

If you are entering time for a previous week, be sure to select the correct previous week ending date to open that timesheet.

Entering Your Time: Enter your "Ins" and "Outs" for the work day and meal break

1. ENTERING MULTIPLE DAYS?

Use the right and left arrows at the top to move between days.

2. SAME DAILY SCHEDULE?

Use the **Copy to Next Day** or **Copy through Friday** buttons.

3. MULTIPLE UNPAID BREAKS?

If you work a shift that requires multiple unpaid breaks, use the **+ Break** button.

Submitting Your Timesheet: DO NOT Submit until all time is entered for the week

Site / Assignment	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Sat 03/04	Sun 03/05	Total		Worked Yes	Saved Not Submitted Submit
Dealers Warehouse Rework-Janice Kitts 3234284	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00		<input checked="" type="checkbox"/>	<input type="button" value="Submit"/>
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00			

WHEN DO YOU SUBMIT TIME?

Once you have completed your work week and entered all daily time, you may click the green **Submit** button. **Time must be submitted by Sunday evening.** Your time will be sent to your client supervisor for approval on Monday morning so you can be paid on pay day!