



Web Time – Employee Instructions

This guide will provide basic instructions for logging into your Employee Portal to enter and submit hours worked for approval using the P20 Software Web Time Entry function.

All active Staffing Associates should have an Employee Login setup. If you do not know your login or the link to access the portal, please contact your staffing company representative.

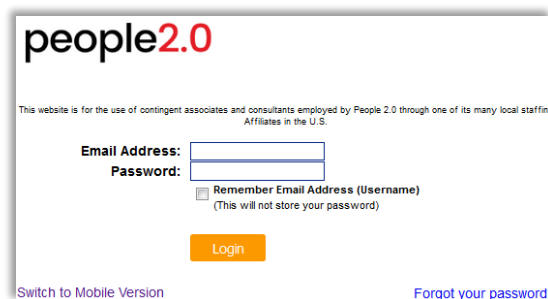
Summary of Steps

1. Login to the Employee Portal
2. Click on Time Entry in the top menu
3. Enter hours worked for each day
4. Click Save to save data, if needed
5. Click Submit to submit hours entered for approval

Web Time Entry Detailed Steps

From a desktop or mobile device (see page 3 for details), go to the Employee Portal to login by using your Staffing Company's designated link, for example:

<https://portal.people20.net/>



If you did not receive an email with your login, password and link, contact your Staffing Company representative to request the information.

Once logged into the portal, click on "Time Entry" from the menu options:



This application uses pop-up windows. Please allow pop-up windows from your browser settings.

[Insurance Benefits](#)

[Year End Tax Documents \(W-2, 1095-C\)](#)

Entering Hours

There will always be two time cards displayed for data entry. The top week will be for the last week worked (and current pay period), the bottom week for the current week worked. The date listed is the last day of the week worked. Enter hours by day, use the Save button if you are not ready to submit the hours for approval. Use the Copy to Next Day or Copy thru Friday buttons to save time.

	Mon. 03/12	Tue. 03/13	Wed. 03/14	Thu. 03/15	Fri. 03/16	Sat. 03/17	Sun. 03/18
Start	8:00 AM	8:00 AM	8:00 AM	8:00 AM			
End	5:00 PM	5:00 PM	5:00 PM	5:00 PM			
Break Minutes	60	60	60	60	0	0	0
Hours	8.00		8.00	8.00	0.00	0.00	0.00

Time cards must be submitted on time (per your Employee Handbook, typically, no later than noon ET on Tuesdays) to guarantee pay on Friday.

Adding Notes

This is an optional step. If you need to document why certain hours were worked outside of your normal time, or need to document sick leave, you may do so in the Employee Note section:

1. Select Add Note
2. A pop up box will appear, enter the note and select Save

Submitting Time Card

When ready, click the Submit button. This will permanently save your hours entered and submit them for approval. Once hours are submitted you will not be able to make changes via the web time entry portal. Please contact your Staffing Company representative to make any changes after Submitting.

Mobile Portal Screens

The Employee Portal is a mobile-responsive website, if using a mobile device or tablet to access the portal, you will automatically be directed to this version of the portal. The option to switch to the desktop view when logging in is also available.

