

Web Time Entry – Staffing Associate Instructions

This document provides basic instructions for logging in and entering hours worked using the P20 Software Web Time Entry function.

All active Affiliate Staffing Associates should have an Employee Login set-up. If you do not know your login or the link to access the portal, please contact AARS at (530) 891-1955.

Summary of Steps:

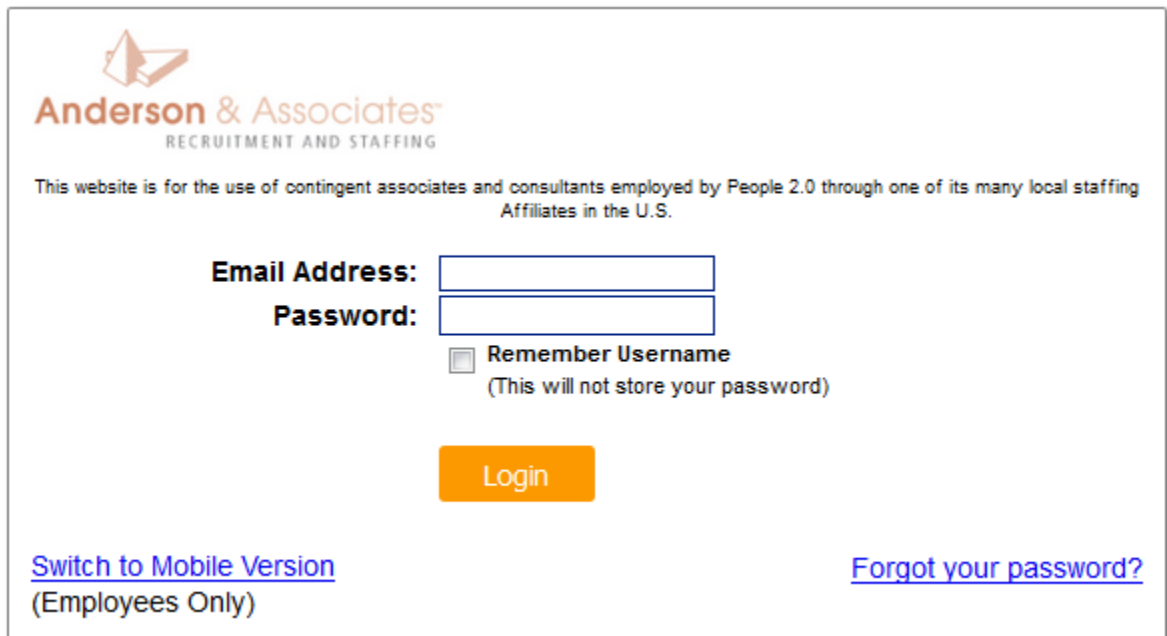
- Step 1: Log in to the Employee Portal
- Step 2: Click on Time Entry in the top menu
- Step 3: Enter hours worked for each day
- Step 4: Click Save to save data, if needed.
- Step 5: Click Submit to submit hours entered for approval.


Web Time Entry Detailed Steps

Step 1: Log in to the Employee Portal

1. Sign on to the AARS Employee Portal: <http://www.people20.net/anderson>

If you did not receive an email with your login, password and link, contact your AARS representative at (530) 891-1955 to request the information.




Anderson & Associates
RECRUITMENT AND STAFFING

This website is for the use of contingent associates and consultants employed by People 2.0 through one of its many local staffing Affiliates in the U.S.

Email Address:

Password:

Remember Username
(This will not store your password)

[Switch to Mobile Version](#)
(Employees Only)

[Forgot your password?](#)

Step 2: Click on Time Entry in the top menu



Asgn ID	Customer	Department	Job Title	Shift	Start Date	End Date
698694	Universal Health Care	Primary	Web Analytics		10/1/2012	

Step 3: Enter hours worked for each day

Note: there will always be two weeks open for data entry. The top week will be for the last week worked, the bottom week for the current week worked. The date listed on the timecard summary is the last day of the week worked.

Use the Copy to Next Day or Copy thru Friday buttons to save time.

Services, Inc - , CA | Account Manager - PL | 07/02/2017 | Assignment ID: 1369648

	Mon. 06/26	Tue. 06/27	Wed. 06/28	Thu. 06/29	Fri. 06/30	Sat. 07/01	Sun. 07/02
Start							
End							
Brk Start							
Brk End							
Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Hours Worked: 0.00 Total

California state law requires that if you work more than 6 hours, you must take at least a 30 minute break. If for some reason, you did not take a 30 minute break, please select one of the following options:

Not relieved of work duties Relieved of duties but I decided to work through lunch

Employee Note:

Add Note

“Brk Start” and “Brk End” refers to the start and end of your daily meal period or meal break.

Step 4: Add a Note

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

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

Time Card Note (New)

PTO 8 hours on Friday, sick leave

Save Cancel

This note will not be saved until the timesheet's **Save** button is clicked.

Step 5: Click Save to save data, if needed.

Click the Save button to save hours entered, especially if you are not ready to Submit for the entire week.

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Start								
End								
Brk Start								
Brk End								
Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Total

Hours Worked: 0.00 Total

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Employee Note:

Add Note

Step 6: Click Submit to send hours entered for approval.

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 the payroll department at AARS to make any changes after submitting.

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Start								
End								
Brk Start								
Brk End								
Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Total

Hours Worked: 0.00 Total

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Employee Note:

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Mobile Portal Screens for Web Time Entry

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.

