

Kelly Bullhorn-Peoplenet Time & Expense is Kelly's online time reporting system for your weekly timecard reporting utilized for Kelly employees working office/clerical roles and or for staff not working in a Plant Location utilizing a Kelly onsite time clock.

You may save your timecard daily and or submit it all at once at the ending of your work week. Regardless of your preference, timecards are to be submitted weekly any time before Sunday at Midnight, failure to submit your timecard on time could impact your pay date.

WebPage to enter your time: <https://www.mypeoplenet.com/Logon/>

Steps:

1. For your first time logging in to Peoplenet/Bullhorn you will want to register a new account in the system. This log in option can be found under the log in button.
2. You will use your email and the system will ask you to confirm the last 4 of your social security number in addition to having your set up and confirm a password for your log in.
3. Once you have created the new account you will see your assignment in the system on the right side of the screen, click on the assignment and it will take you into the screen with a list of weeks ending dates.
4. Click on the weekend date and it will open the full weeks' timecard.
5. You will want to click on the white 0.00 under the day you worked- this action will prompt a popup to open the box to report time in and out.
6. Enter your hours that you have worked and when your break is. You can log your time daily and save your entries, or you can enter/submit the timecard at the end of the week.
7. **You must "SUBMIT" the hours no later than Sunday at midnight.**

Registration Guide & Time Entry Guide

**Registration
Guide**

1. Navigate to your Web Time Entry login page.
 - o Looking for your login page URL? Check your onboarding documents from your employer, or contact your employer directly.

2. Select **Register** to create a new account.



3. On the *Register* screen, enter your email address and a unique password.

Your password must be at least eight characters long.

4. Select **Next** to continue to Profile Settings.

5. In the *General Settings* section, enter in your first name, last name, and the last four digits of your SSN/SIN or 4 digit pin.



- In the *Contact Preferences* section your email address will automatically populate from the Register screen. If you prefer to be contacted at a different email address, you can update it here.
- If you would like to receive notifications by text message, select your **mobile carrier** and enter your mobile number. If your carrier is not listed, please choose another carrier as a placeholder and proceed to the next step.



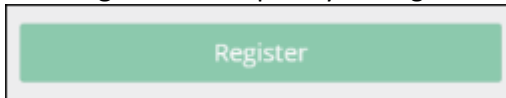
The screenshot shows the 'Contact Preferences' section of a registration form. It includes a text input field for an email address, which is pre-filled with 'jane.doe@domain.com'. Below it is a dropdown menu for 'mobile carrier' and a text input field for 'mobile number'.

- In the *Notification Settings* section, select your preferred method for receiving notifications when there have been changes to your timesheet or requested time off.
 - If you would like to receive text notifications, you must provide your mobile carrier and mobile number in the *Contact Preferences* section.



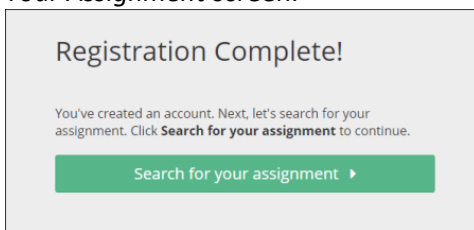
The screenshot shows the 'Notification Settings' section. It features a 'Send notifications' toggle switch that is turned on. Below it are several radio button options for notification methods, with 'Text messages' selected.

- In the *Application Settings* section, select your **preferred language**.
- Choose how you would like your time to display.
 - Decimal:** Time will display in 1/100th of an hour increments.
 - Minutes:** Time will display in actual minutes.
- Choose your preferred format for time entered.
 - Standard:** Time will display in 12 hour AM / PM format. (Example: 8:00 PM)
 - Military:** Time will display in 24 hour format. (Example: 20:00)
- Click **Register** to complete your registration.



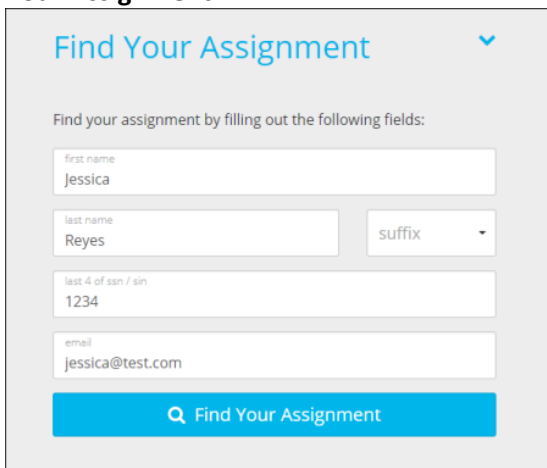
The screenshot shows a large green button with the text 'Register' in white, centered on the button.

- On the *Registration Complete* screen, select **Search for your assignment** to open the *Find Your Assignment* screen.



The screenshot shows the 'Registration Complete!' screen. It features a heading 'Registration Complete!' followed by a message: 'You've created an account. Next, let's search for your assignment. Click **Search for your assignment** to continue.' Below the message is a green button with the text 'Search for your assignment' and a right-pointing arrow.

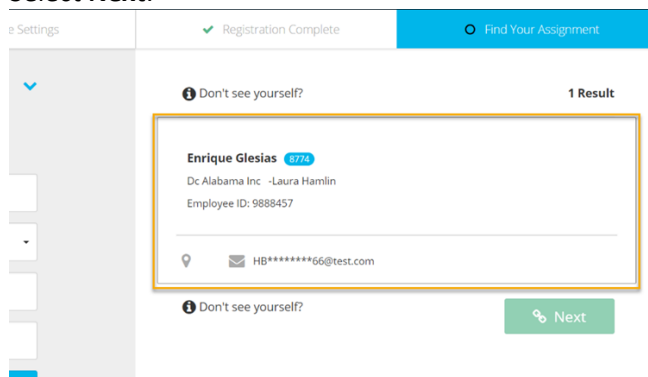
14. In the *Find Your Assignment* form, verify that the information is accurate and select **Find Your Assignment**.



- If you receive an error stating your assignment can't be found, see [Registration Errors](#) for troubleshooting steps.

15. Choose the correct **assignment**.

16. Select **Next**.



You will now be on your Time Sheet Dashboard where you can enter time. You will use your email address and chosen password to log into your account going forward.

Troubleshooting: <https://kb.bullhorn.com/bte/Content/BHTE/Topics/wteRegistration.htm>

Time Entry Guide

In and Out Time Entry

Bullhorn Time & Expense Webpage:

<https://www.mypeoplenet.com/LogonVerify/Ruld/login?signin=ed21537cc4b614b15247a28777485004>

Your agency has determined that you must enter In and Out times for each day you worked. If you took any unpaid breaks for the day, you must enter those times in the Break Start and Break End fields. Follow the steps below for *In and Out* time entry.

1. Click on the **Week Ending Date** you need to enter hours under.

Timesheets

Week Ending	Hours	Dollars	Units	Status	Site
3/10/2024	0.00	\$0.00	0.00	No Time Entered	Vice Lighting - Acct : Ky
3/3/2024	0.00	\$0.00	0.00	No Time Entered	
2/25/2024	0.00	\$0.00	0.00	No Time Entered	
2/18/2024	0.00	\$0.00	0.00	No Time Entered	
2/11/2024	0.00	\$0.00	0.00	No Time Entered	

2. Open the Time Entry window by clicking in the cell that corresponds to the assignment and day that you worked.

Site / Assignment ↑↓	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Sun 3/10	Total	Comment	Attachments	Worked
Vice Lighting Acct : Kyle Brown 23421644	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			No
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Show E
[Submit All For A](#)

3. Enter the times worked for the day. The AM/PM button is automatically changed based on time entered.

Vice Lighting
Acct : Kyle Brown
102

8.00 Hours 0.00 Units 0.00 Dollars

← Monday 3/4/2024 →

[Add Work +](#)

Time Reporting Code
Worked

In 09:00 AM Out 5:00 PM

[Add meal +](#)

Projects [Manage Projects](#) [Add Project +](#)

[Copy to Next Day →](#) [Copy through Friday →](#) [Clear All Entries ✕](#)

[Save](#)

If you work through midnight, be sure to select the correct AM/PM setting.

4. Use the following buttons to edit your time:
 - **Add Work:** Adds another line to enter more hours for the day.
 - **Add Meal:** Adds a meal line with *Out* and *In* fields to record any unpaid meal breaks.
 - **Manage Projects:** Allows you to manage the projects you're entering time for.

- **Add Project:** Allows you to add a new project to enter time for.
 - **Copy to Next Day:** Copy the time from the day you're on to the next day.
 - **Copy through Friday:** Copy the time from the day you're on to everyday through Friday.
 - **Clear All Entries:** Deletes all time entries.
5. Click the arrows next to the date at the top of the window to navigate between days.
 6. When you are done, click **Save** to close the window.
 7. To add a comment to your timesheet for your approver to view, click the **Comment** button and enter your comments in the pop-up window.

Site / Assignment ↑↓	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Sun 3/10	Total	Print
Vice Lighting Acct: Kyle Brown 23421644	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	Comment Attachments Worked Saved Not Submitted
Total Hours	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	Submit Show Break Policy Submit All For Approval

8. When you've finished filling out your time for the whole week, click **Submit**.

Troubleshooting: <https://kb.bullhorn.com/bte/Content/BHTE/Topics/wteInOutTimeEntry.htm>