

Manpower WebTime System

Associate User Manual

webcenter.manpower-nm.com

Think differently
about work.



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



Manpower |

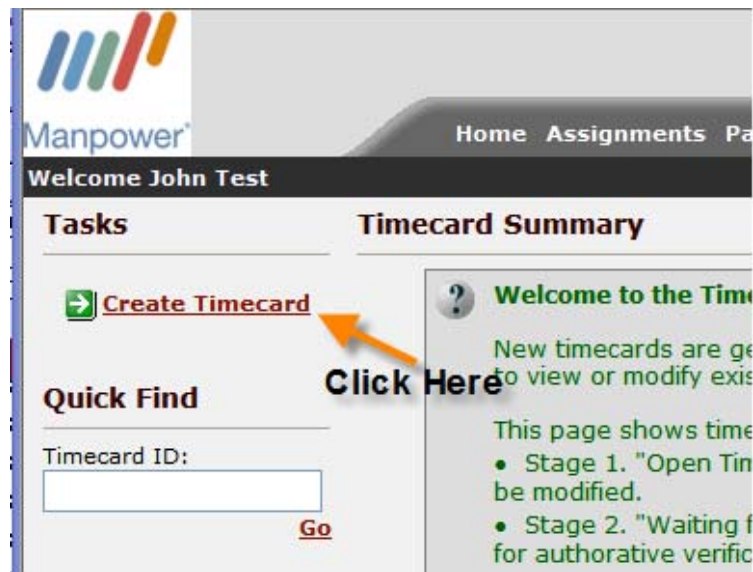
- You can change your password at any time.
- Obtain historical assignment information like pay rates and dates.
- Review wage histories and re-print prior paystubs.
- Best of all Manpower processes your timecards as soon as they are approved by your supervisor, with no paper timecards to contend with!

Logging in is as easy as 1,2,3

1. Start by going to our URL:
webcenter.manpower-nm.com
2. Enter your username and login.
(They are the same the first time you login but can be changed anytime thereafter.) Your username can be found on your paystub, it is the control number.
3. Click on **Sign in Now**

The screenshot shows a web browser window with the address bar displaying <http://webcenter.manpower-rv.com/>. The browser's address bar has a blue box with the number '1' next to the back button. The page title is 'Manpower of San Diego WebCenter'. The Manpower logo is visible in the top left. The main content area has a dark blue header with the text 'Sign Into Your Account'. Below this, there are two input fields: 'User Identification' and 'Password'. A blue box with the number '2' is next to the 'User Identification' field, with an orange arrow pointing to it. Below the 'Password' field, there is a checkbox labeled 'Remember My Sign-In Across Browser Restarts'. At the bottom, there is a red 'Sign In Now' button with a target icon. A blue box with the number '3' is next to the 'Sign In Now' button, with an orange arrow pointing to it.

Simply create a timecard and enter your hours...



- Click on the **Create Timecard** on the left side of the page.


Select the assignment you wish to enter time for.
(Typically your most recent assignment)

Show assignments within the last: 

Click Here 

Assignment Number	Company Name	Job Title	Start Date	Pay Rate		
89310	Abbott	Administrative Assistant	07/02/2007	\$17.00	View Assignment	Select
1 Row (Page 1 of 1)						Prev Next


Select the week you wish to enter time for and click
Create Timecard

Click Here 

<< April 2008 >>							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Select	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Select	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
Select	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
Select	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
Select	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Select	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>

Step 3.
Click the "Create Timecard" button. If there is a problem generating your timecard, you will be returned to this screen with an error message at the top.

AssignmentNumber: Week end date:

Click Here 

Enter hours for the days you worked. You can use the **Fill** feature if your hours are the same each day.

****You must enter lunch in and out times.****

Employee: Test, John
Company: Abbott
Department: Primary
Shift:

Week End Date: Apr 06, 2008
Start Date: 7/2/2007
Assignment #: 89310
Timecard ID: 5489

	Monday Mar 31, 2008	Tuesday Apr 01, 2008	Wednesday Apr 02, 2008	Thursday Apr 03, 2008	Friday Apr 04, 2008	Saturday Apr 05, 2008	Sunday Apr 06, 2008
Start Hour	08:00	08:00	08:00	08:00	08:00	00:00	00:00
Start Break	11:30	11:30	11:30	11:30	11:30	00:00	00:00
End Break	12:30	12:30	12:30	12:30	12:30	00:00	00:00
End Hour	05:00	05:00	05:00	05:00	05:00	00:00	00:00
Totals:	8 hours	8 hours	8 hours	8 hours	8 hours	0 hours	0 hours
		Fill	Fill	Fill	Fill	Fill	Fill
Comments:	<div></div>						

Total Hours: 40

Calculate & Save

Submit for Approval

Reset Changes

When finished you have two options:

1. "Calculate & save" - allows you to save your timecard and return later to modify again.
2. "Submit for processing" - saves the timecard and closes it for payroll processing. Time cannot be modified once it has been submitted.

Timecard Status

Home Assignments Payroll Timecards Settings

Timecard Summary


1 ? **Welcome to the Timecard Center.**


New timecards are generated by clicking on the **"Create Timecard"** task button. If you wish to view or modify existing timecards already created, please choose an option below.


This page shows timecards that are in three different stages.

- Stage 1. "Open Timecards" - These are timecards created by you that are open and can be modified.
- Stage 2. "Waiting for Approval" - These are timecards submitted by you and are waiting for authoritative verification and approval. They cannot be modified.
- Stage 3. "Ready for Payroll Processing" - These are timecards that have been submitted for payroll processing and cannot be modified.

Note: To view a timecard, click the "Show List" button under the respective stage you wish to view. Select the specific timecard you wish to view and click the "View Timecard" button.

2 →  **Open Timecards: 0** [Show List](#)

3 →  **Waiting for Approval: 1** [Show List](#)

4 →  **Ready for Payroll Processing: 0** [Show List](#)




1. Select Timecards to view what stage of approval your timecard is in.
2. Open timecards are created, but deemed incomplete or not submitted for approval.
3. Waiting for Approval are timecards submitted to your supervisor for approval and have not been processed by payroll, nor can they be modified.
4. Ready for payroll processing are pending payment and cannot be modified.

What do you do if your supervisor informs you that your Timecard has been rejected?

This page shows timecards that are in three different stages.

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- Stage 3. "Ready for Payroll Processing" - These are timecards that have been submitted for payroll processing and cannot be modified.

Note: To view a timecard, click the "Show List" button under the respective stage you wish to view. Select the specific timecard you wish to view and click the "View Timecard" button.

Open Timecards	Waiting for Approval	Ready for Payroll Processing
 Open Timecards: 1 Show List	 Waiting for Approval: 0 Show List	 Ready for Payroll Processing: 0 Show List

- Simply return to your timecard screen and modify your timecard and enter your revised hours. Your rejected timecard will appear as an Open Timecard.
- Click on the Show List hyperlink and modify your timecard and remember to submit for approval.

You're done!

Helpful Tips:



Change your username and password to make them easier to remember!

Remember to review your name, address and assignment periodically if you know it has changed.

Submit your timecard before midnight on Sunday to allow sufficient time for processing!

Feel free to contact us with any questions:

New Mexico: (505) 998-6200

