

Kelly Web Time


In/Out Times

Employee User Guide

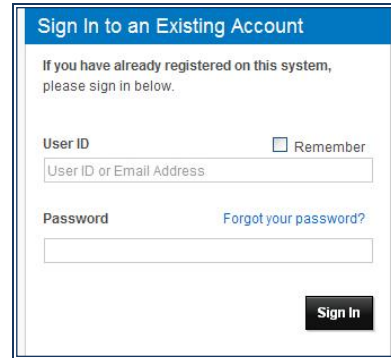
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Logon

1. Go to www.kellyservices.mypeoplenet.com
2. Enter your 'User ID' and 'Password' on the right side of your screen. Your User ID will be the email address you registered with. Passwords are case sensitive.
3. Select .

Please note: Once you logon, it may take a few seconds to load your Timesheet Dashboard.



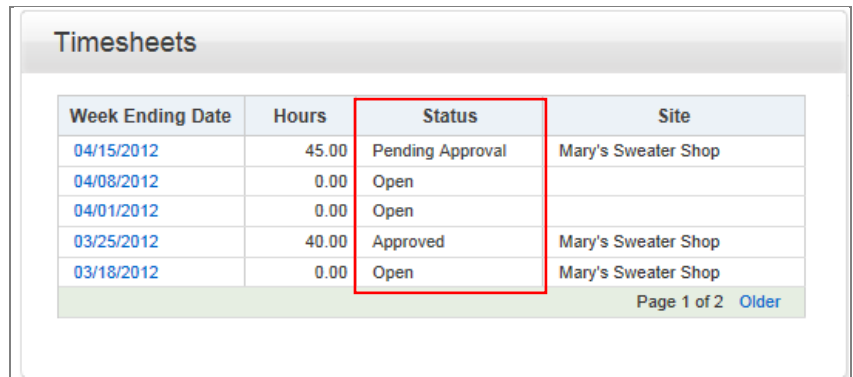
If you are a new user, register on the left side of the screen.

Timesheet Dashboard

The Dashboard provides a summary of your timesheets in Kelly Web Time. Click on the week ending date to view more details about that timesheet.

Status Legend

No time entered:	No time entered	Editable
Saved not Submitted:	Time is saved	Editable
Pending Approval:	Sent for approval	Editable
Approved:	Client approved	Not Editable



Week Ending Date	Hours	Status	Site
04/15/2012	45.00	Pending Approval	Mary's Sweater Shop
04/08/2012	0.00	Open	
04/01/2012	0.00	Open	
03/25/2012	40.00	Approved	Mary's Sweater Shop
03/18/2012	0.00	Open	Mary's Sweater Shop

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You must **SUBMIT** time for it to be sent to payroll. **Saved time will not be processed.**

Enter Hours Worked

1. Select the week-ending date.

On the dashboard, click on the date for which you would like to enter hours.

Week Ending Date	Hours	Status	Site
04/15/2012	45.00	Pending Approval	Mary's Sweater Shop
04/08/2012	0.00	Open	
04/01/2012	0.00	Open	
03/25/2012	40.00	Approved	Mary's Sweater Shop
03/18/2012	0.00	Open	Mary's Sweater Shop

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2. Open the Time Entry Window.

Click in the cell that corresponds to the assignment and day for which you would like to enter hours.

Monday, January 09, 2012 - Sunday, January 15, 2012 [View/Print Time Card]

Site Assignment	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total	Status	Actions
Pauls Accounting										
Accounts Receivable - Bob Robertson	785622	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open

Time Entry Window

3. Enter the times worked for the day.

The AM/PM button is automatically changed based on the time entered.

Site/Assignment	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total	Status
Accounting									
Receivable - Bob Robertson	785622	8.00	0.00	0.00	0.00	0.00	0.00	8.00	Open

Time Entry Window

4. Add IN/OUTs or Breaks.

Click on to add a row.




5. Repeat steps 2-4 for each work day.



Click anywhere outside the Time Entry Window to close it.


Save and Submit Hours for Approval

Save and submit actions can be performed for each assignment or for all assignments at once.

Site/Assignment	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total	Status	Actions	
Pauls Accounting											
Accounts Receivable : Bob Robertson	785622	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	Open	  
		8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00		




Did Not Work

The timesheet cannot be saved or submitted with zero hours.


Select  if you did not work any hours for the assignment. *Note: You will continue to receive reminders to enter time if you do not use this function.*


All time entry cells for the assignment will be cleared to 0.00 and disabled from input.

Select  to reverse the action.


Site/Assignment	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total	Status	Actions	
Pauls Accounting											
Accounts Receivable : Bob Robertson	785622	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open	  
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		


Save/Submit Individual Assignments

Select  to save hours entered for an assignment. The timesheet status for the assignment will remain as “Open”.



Select  to submit hours entered for an assignment. The timesheet status for the assignment will change to “Submitted”.

Save/Submit All Assignments

Select  to save the hours entered on the timesheet. The timesheet status will remain as “Open”.


Select  to submit the hours entered on the timesheet for approval. The timesheet status will change to “Pending Approval”.

Site/Assignment	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total	Status	Actions	
Pauls Accounting											
Accounts Receivable : Bob Robertson	785622	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	Open	
		8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00		

Total hours for all assignments

Edit Timesheet

1. Select  to enable the time entry cells for an assignment.
2. Make changes as necessary.
3. Re-submit the changes for approval.

Site/Assignment	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8	Total	Status	Actions	
Pauls Accounting											
Accounts Receivable : Bob Robertson	785622	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Submitted	
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		





Once the time for an assignment is approved, you may not edit the hours for that assignment. Please contact your Kelly representative for an adjustment.

View/Print Time Card

Select the ‘**View/Print Time Card**’ link located above the time card display.

Monday, January 09, 2012 - Sunday, January 15, 2012

Site/Assignment	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total	Status	Actions	
Pauls Accounting											
Accounts Receivable : Bob Robertson	785622	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open	
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

[\[View/Print Time Card\]](#)

User Profile

From the top menu bar, click on **‘Your Profile’**



This screen allows you to edit your user preferences, including personal information, time entry preferences and notifications.

The screenshot shows the 'Your Profile' settings page. It is divided into three main sections:

- Personal Information 1:** Contains fields for Email Address (User ID) (Terry.frantz@gmail.com), Mobile Carrier (Not Provided), Mobile Number, and Preferred Language (US English). There are links for 'Change Email Address / Change Password'.
- Notifications 2:** Contains a question 'How would you like to receive system notifications?' and checkboxes for 'Time Entered', 'Time Adjusted', 'Time Approved', and 'Delivery of Time Entry Email'. Each checkbox has options for 'Email' and 'Text Message *'.
- Time Entry Preferences 3:** Contains 'Enter Time As' (radio buttons for Decimal, Minutes, Standard, Military) and 'Starting Number of Rows' (input fields for In/Outs & Hours and Breaks, both set to 1).

At the bottom of the form are 'Cancel' and 'Save' buttons.

1. The **Personal Information** section lets you change your contact and password information. The **Preferred Language** option will allow you to translate the screens to Spanish or French.
2. The **Notifications** section lets you set your preference on how you want to be notified of time entry reminders or approval updates. *Leave this area blank if you do not wish to receive notifications.*
3. **Time Entry Preferences** allows you to define your time entry defaults.

Support

For questions about time entry, please call 1-800-KELLY-28 (1-800-535-5928).

For information about the status of your pay, contact the Automated Paycheck Hotline at 1-800-762-8011 (available 24/7).

If you have questions about pay amount, contact information, or missing pay, call the Employee Service Center at 1-866-KELLY-4U (1-866-535-5948).

For adjustments to your time after it has been approved, contact your Kelly representative.

Logon URL:

www.kellyservices.mypeoplenet.com

User Guides and Video Tutorials:

<http://www.peoplenet.com/tutorials/videoplayer.cfm?filename=KELLY/KTE>