



Web Time – Customer Instructions

This guide will provide basic instructions for logging into the Customer Portal to approve hours submitted using the People 2.0 Staffing Software Web Time Approval function.

Customer Time Approvers should have a Customer Portal 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 Customer Portal or click the link in the Reminder email
2. If logging into the Portal directly, click on "Time Entry" in the top menu
3. View hours for Staffing Associate (Temporary Employee)
4. Select Time Cards for Approval and Approve submitted hours
5. If a Time Care is not approved, enter the reason why and Dispute

Web Time Approval Detailed Steps

Go to the Customer Portal to login by using your Staffing Company's designated link, <https://clients.people20.net/Gateway>, or click the link in the Reminder email:

The image shows two screenshots. On the left is the People 2.0 login page with fields for Email Address (Username) and Password, a LOGIN button, and a FORGOT PASSWORD? link. On the right is an email reminder titled "Time Approval Request" from People 2.0 Recruiter Services. The email states that unapproved hours for the week ending 06/01/2018 are listed below. A table shows the following data:

Day	Date Worked	Earned Hours
Monday	05/28/2018	8.00
Tuesday	05/29/2018	9.50
Wednesday	05/30/2018	9.50
Thursday	05/31/2018	7.00
Total Hours:		34.00

Below the table, there is a link "Access The Time Approval Web Portal" and a longer URL: <https://portal.people20.net/gateway/login.aspx?WebTimeCardEmailGUID=D879DDAF-63CD-49AC-8E96-1DA1D50480D>. Red arrows point to these links.

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

The image shows the portal's navigation menu. The "Time Entry" option is circled in red. The menu includes: HOME, TIME APPROVAL, TIME HISTORY, INVOICES, Time Entry, TIME APPROVAL, TIME HISTORY, Invoices, INVOICE SUMMARY, PAYMENTS, and OUTSTANDING INVOICE STATEMENT.

Viewing Time Card

Note: Approvers will not be able to modify any hours submitted by the Staffing Associate. However, hours can be disputed.

1. Click the Approve button to approve employee hours
2. Click the Dispute button to enter different hours, which will then calculate a disputed amount. A reason for each dispute is required (see Disputed Hours section below)

Employee Name	Job Position	Assignment	Employee Note	Details	Submitted Hours	Approved Hours	Select	Approve	Dispute
[Redacted]	Administrative Assistant	[Redacted]	[Redacted]	[Info Icon]	32.00	32.00	<input type="checkbox"/>	APPROVE	DISPUTE
TOTALS					32.00	32.00			
Customer: [Redacted] Pay Period: 07/16/2018 - 07/22/2018 Department: [Redacted] Frequency: Weekly									
[APPROVE SELECTED]									

Employee Name	Job Position	Assignment	Employee Note	Details	Submitted Hours	Approved Hours	Select	Approve	Dispute
[Redacted]	Claims Assistant	[Redacted]	[Redacted]	[Info Icon]	40.00	40.00	<input type="checkbox"/>	APPROVE	DISPUTE
TOTALS					40.00	40.00			
Customer: [Redacted] Pay Period: 07/16/2018 - 07/22/2018 Department: [Redacted] Frequency: Weekly									
[APPROVE SELECTED]									

Approving Time Cards

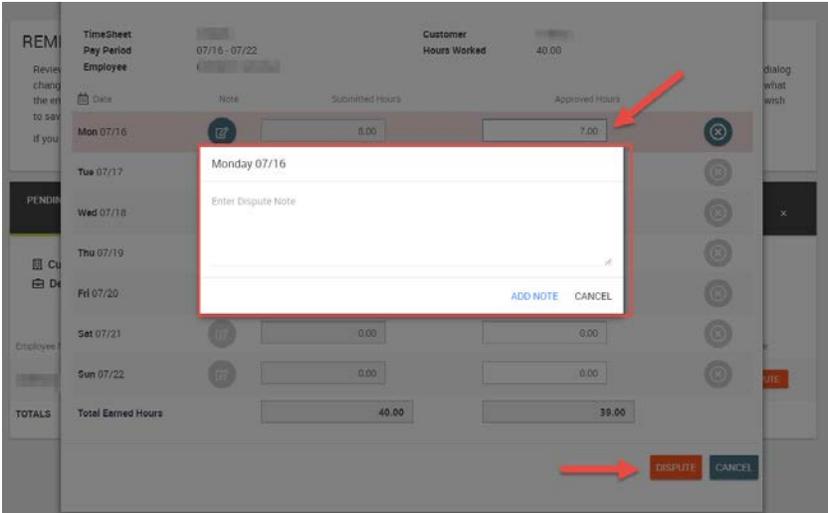
Approvers may choose to approve one or more time cards at one time. Use the check box to select the time cards, then click "Approve" button to save and approve the hours. After hours are Approved or Disputed, they are sent to the Staffing Company for processing.

Employee Name	Job Position	Assignment	Employee Note	Details	Submitted Hours	Approved Hours	Select	Approve	Dispute
[Redacted]	Claims Assistant	[Redacted]	[Redacted]	[Info Icon]	40.00	40.00	<input type="checkbox"/>	APPROVE	DISPUTE
TOTALS					40.00	40.00			
Customer: [Redacted] Pay Period: 07/16/2018 - 07/22/2018 Department: [Redacted] Frequency: Weekly									
[APPROVE SELECTED]									

Employee Name	Job Position	Assignment	Employee Note	Details	Submitted Hours	Approved Hours	Select	Approve	Dispute
[Redacted]	Claims Assistant	[Redacted]	[Redacted]	[Info Icon]	24.00	24.00	<input type="checkbox"/>	APPROVE	DISPUTE
TOTALS					24.00	24.00			
Customer: [Redacted] Pay Period: 07/23/2018 - 07/29/2018 Department: [Redacted] Frequency: Weekly									
[APPROVE SELECTED]									

Disputed Time Cards

If a Time Card is not approved, enter the reason why to dispute the hours. A note must be entered to detail the reason for the dispute.



Contact your staffing representative for additional support if you have any questions about the Web Time Approval process.

Return to the Training Page and Advance to the final step.

If you are using a desktop, please toggle back to the training page tab at the top of your browser. If you are using a smartphone or tablet, please use the browser back button to return to the orientation page once you have completed your review this document.