PEOPLENET (BULLHORN) GUIDE
"In & Out" TIME ENTRY

Web Time Entry Registration

1. Go to: www.mypeoplenet.com (Peoplenet is now Bullhorn Time & Expense)
2. Select **Register**
3. *Enter your Email Address & Add/Confirm a personal Password*
4. Select **Next** to continue to Profile Settings to adjust how you want your timeheet to display
5. Enter the following under **"General Settings"**
   - First & Last Name
   - Last 4 # of your Social Security Number
6. Add or Update your **"Contact Preferences"**
   - **Email** - Only change if you prefer a different email than what you registered with
   - **Text Notifications** – Add phone number & carrier only if you want to receive notifications
7. Select your preferred method for receiving notifications when there has been changes to your timesheet under **"Notification Settings"**
   - **Time is Adjusted** – *Options:* None, Email, Text, or Both
   - **Time is Approved** – *Options:* None, Email, Text, or Both
8. Set your preferred timesheet display settings under **"Application Settings"**
   - **Preferred Language**
   - **Enter Time As** – *Options:* Decimal vs. Minutes (actual time) & Standard vs. Military
   - **Starting Number of Rows** – NOTE: Selecting one is generally recommended
9. Select **Register**
10. Click **Search for your Assignment**
11. Verify your information is correct. If yes, click **Find Your Assignment**
12. Select the Assignment you are looking for and click **Next**

Done! You will now be able to see this assignment on your timesheet dashboard to enter time worked. Remember to keep your email and password in a secure location.

Can't find your assignment? No worries. Likely it is still being set-up. You will receive an alert when your assignment is ready for time entry.

Time Entry

1. Go to: www.mypeoplenet.com (Peoplenet is now Bullhorn Time & Expense)
2. Click on the weekending date you want to enter hours for
3. Click on the cell under the date that you want to enter time for
4. Under "Adjustment" select **Worked**
5. Enter the "In" and "Out" time you worked that day
6. Click on the **+ Break** to add unpaid break times (e.g. unpaid lunch break from 12:30pm – 1:00pm)
   Helpful Tip: You can use the "copy to" feature to copy time to other days in the week if the time worked is the same as what you just entered.
7. Click on the arrow next to the date to enter time for additional days
8. Once finished, click **Ok**

Need Assistance? Contact the Manpower Associate Care Center at **1-800-561-6934**.