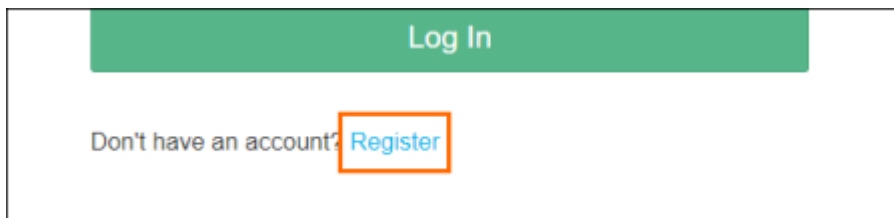


Web Time Entry Registration

Before using Web Time Entry for the first time, you will need to create an account. Registration works only for individuals signing in to record their own time.

1. Navigate to <https://sl2-www.bte.bullhornstaffing.com/logon>.
2. Select **Register** to create a new account.

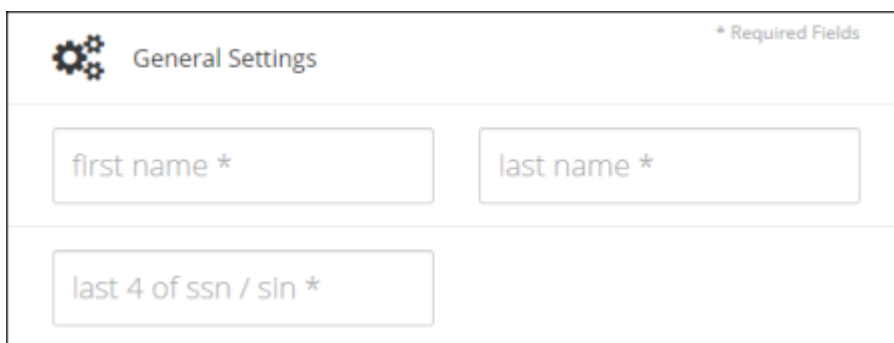


3. On the *Register* screen, enter your email address.
4. Enter and confirm your password.
5. Select **Next** to continue to Profile Settings.

The Profile Settings screen allows you to adjust how your timesheet will display.

General Settings

6. Enter in your first name, last name, and the last four digits of your SSN/SIN.



Contact Preferences

7. 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.
8. If you would like to receive notifications by text message, select your **mobile carrier** and enter your mobile number.

Contact Preferences

email *
mario.kendall@birstest.com

mobile carrier ▼ mobile number

Notification Settings

9. You can select your preferred method for receiving notifications when there have been changes to your timesheet or requested time off.
- Note: If you would like to receive text notifications, make sure you provide your mobile carrier and mobile number in the Contact Preferences section.

Notification Settings

How would you like to receive system notifications when:

Time is adjusted

| | | | |
|------|-------|------|------|
| None | Email | Text | Both |
|------|-------|------|------|

Time is approved

| | | | |
|------|-------|------|------|
| None | Email | Text | Both |
|------|-------|------|------|

Time off request is approved or rejected

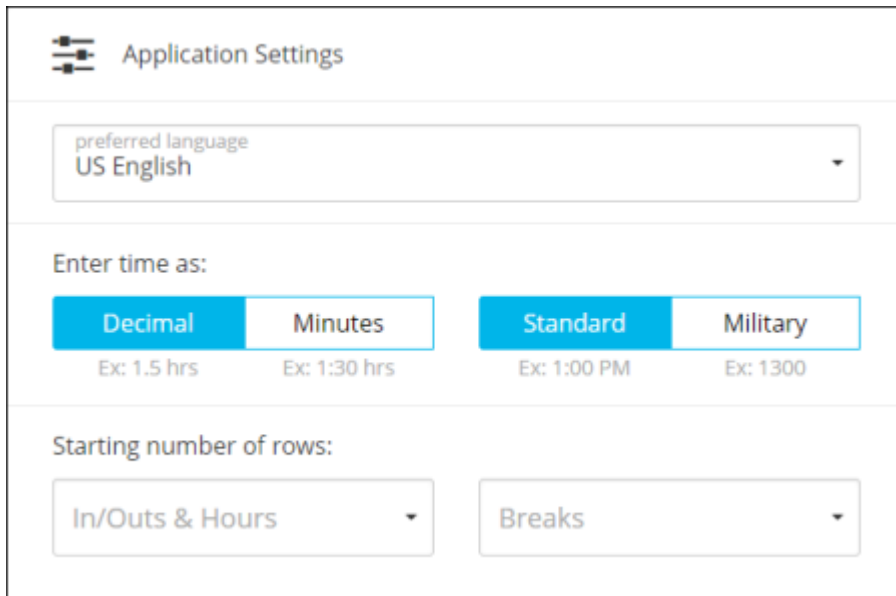
| | | |
|------|-------|------|
| None | Email | Text |
|------|-------|------|

* Your mobile carrier's standard message and data rates may apply

Application Settings

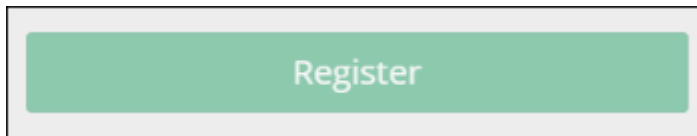
The Application Settings determine how your timesheet portal will display.

- Select your **preferred language**.
- Choose how you would like your time to display.
 - Decimal** will display your time in 1/100th of an hour increments
 - Minutes** will display time in actual minutes.
- Choose your preferred format for time entered.
 - Standard** or **Military**
- Select the Starting number of rows for your time entry and breaks.
 - Selecting one is enough for most employees.

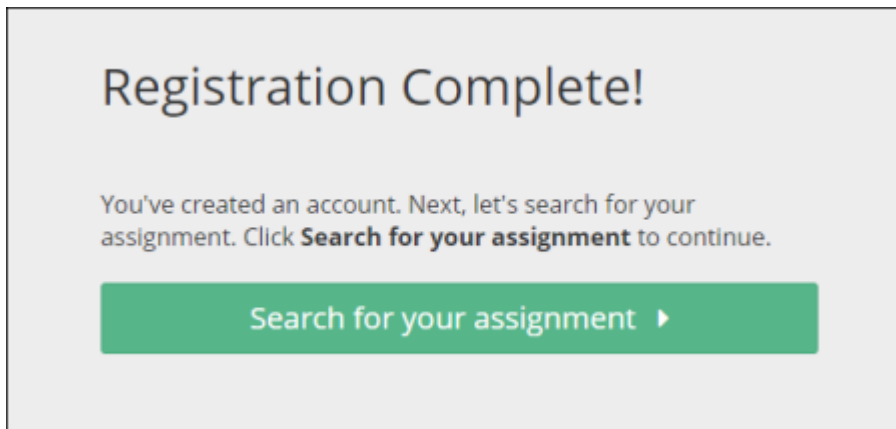


The screenshot shows the 'Application Settings' page. At the top left is a hamburger menu icon. Below it, the title 'Application Settings' is displayed. A dropdown menu for 'preferred language' is set to 'US English'. Under the heading 'Enter time as:', there are four buttons: 'Decimal' (with example 'Ex: 1.5 hrs'), 'Minutes' (with example 'Ex: 1:30 hrs'), 'Standard' (with example 'Ex: 1:00 PM'), and 'Military' (with example 'Ex: 1300'). At the bottom, under 'Starting number of rows:', there are two dropdown menus: 'In/Outs & Hours' and 'Breaks'.

14. Select **Register** to complete your registration.



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



Finding Your Assignments

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

Find Your Assignment ▼

Find your assignment by filling out the following fields:


first name
Jessica

last name
Reyes


suffix ▼

last 4 of ssn / sin
1234

email
jessica@test.com



 Find Your Assignment


17. Choose the **assignment**.
18. Select **Next**.


 **Jessica Reyes** 3446

System Administrator Boss: Michael Wilcher

Employee ID: 47746

 .  je*****@test.com

 Don't see yourself?

 Next

You are all set! You will now be on your timesheet dashboard where you can enter time.

Please keep in mind that you will use your email address to log into your account going forward.

If a match was not found

If the search didn't bring back an assignment, we will send you an email as soon as one is found.

- It may take up to 24 hours for your assignment to populate.

Sorry, we didn't find any results

Please double check your search criteria.

Compatibility

Bullhorn Time & Expense

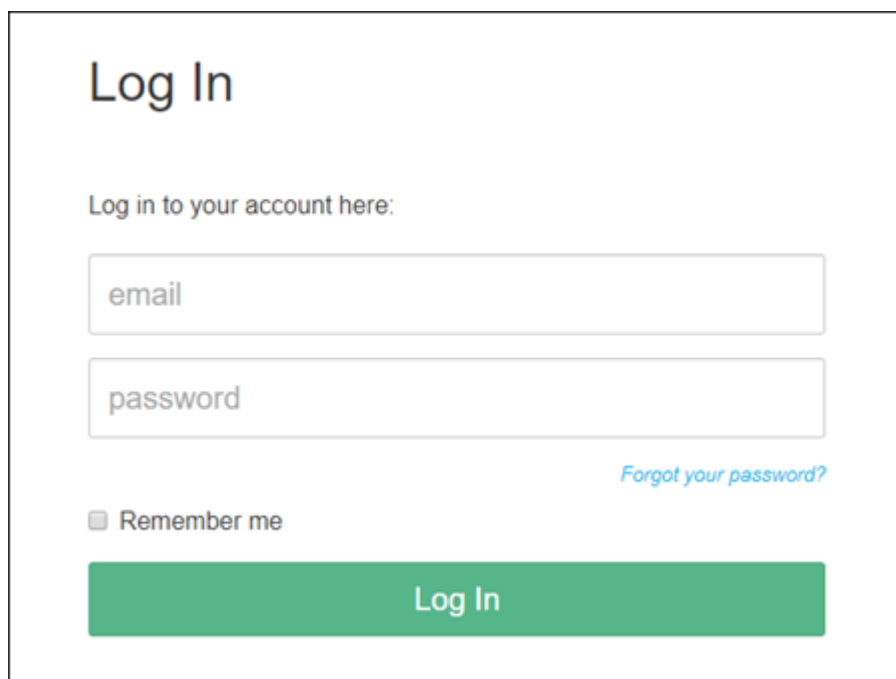
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Web Time Entry Logon

Username and password are required to sign in to Bullhorn Time & Expense Web Time Entry.

Log In Instructions

1. Navigate to www.mypeoplenet.com.
2. Enter your email address and password.
3. Select **Log In**.



The screenshot shows a login form titled "Log In". Below the title is the instruction "Log in to your account here:". There are two input fields: the first is labeled "email" and the second is labeled "password". To the right of the password field is a link that says "Forgot your password?". Below the input fields is a checkbox labeled "Remember me". At the bottom of the form is a large green button with the text "Log In".

See [Password Rules](#).

Compatibility

Bullhorn Time & Expense

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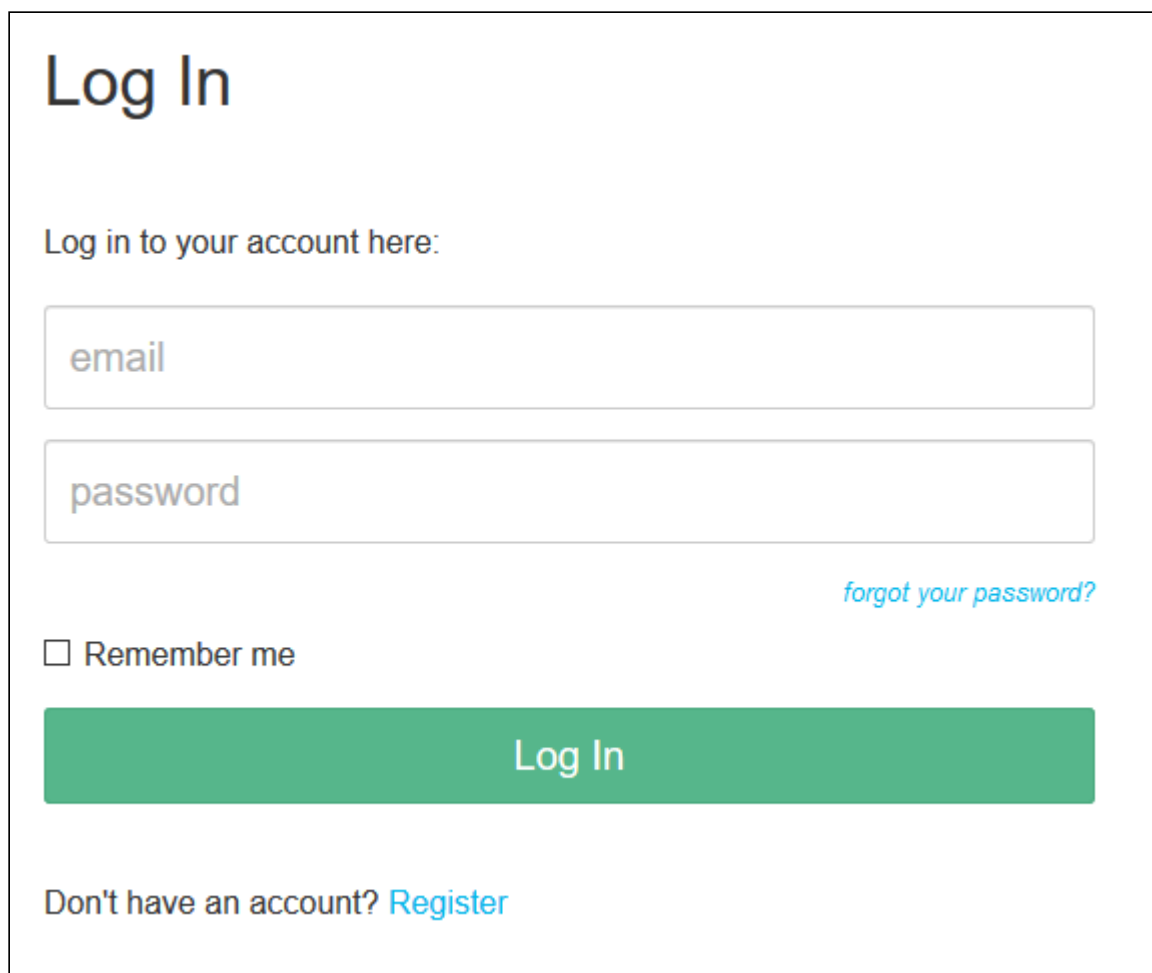
Trouble Signing In?

Do you need help with your username or password? Have you signed in to Web Time Entry before but cannot sign in now? Try these trouble shooting steps.

Search or select a topic to begin.

Are you new to Web Entry? If you are new, you will need to register and create a new account.

more info



The screenshot shows a login form with the following elements:

- Log In** (Section Header)
- Log in to your account here:
- email (input field)
- password (input field)
- [forgot your password?](#) (link)
- Remember me
- Log In** (button)
- Don't have an account? [Register](#) (link)

Having trouble signing in?

After clicking the link, there are three options to allow users to resolve logon concerns.

Having trouble signing in?

- I'm having trouble with my username
- I'm having trouble with my password
- I'm having other problems signing in

[Never mind, I figured it out.](#)

I'm having trouble with my password

Select this option if you know your username, but forgot your password.

[more info](#)

I'm having other problems signing in

Select this option if you cannot sign in, but have tried username look-up and password reset.

[more info](#)

Compatibility

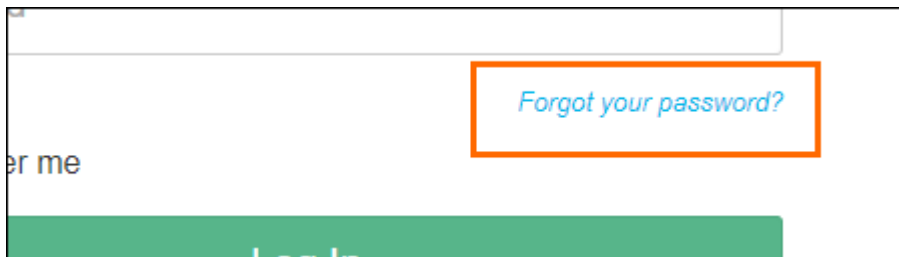
Bullhorn Time & Expense

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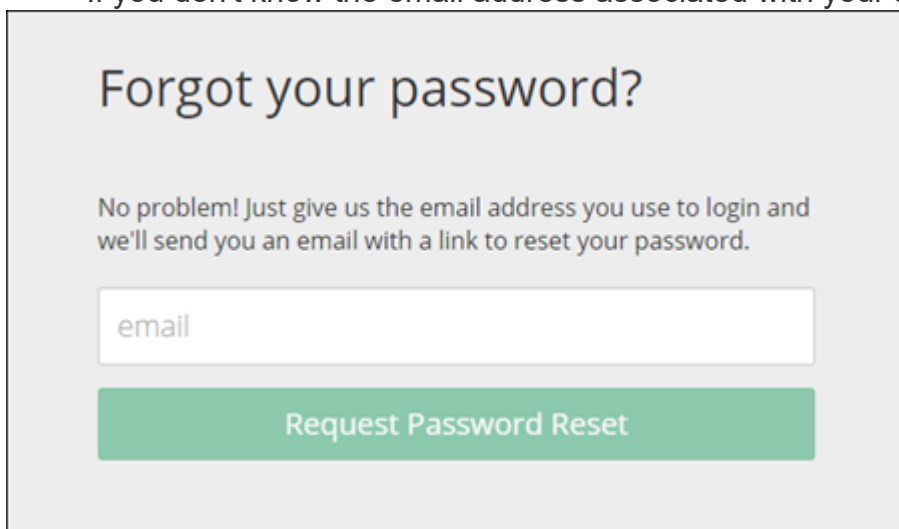
Password Reset

Select this option if you know your user ID but don't remember your password.

1. From the www.mypeoplenet.com login screen, choose **Forgot your password?**



2. On the next screen, enter your email address and select **Request Password Reset**.
 - o If you don't know the email address associated with your account, please contact Support.



You will receive an email confirming your password request.

3. In the email, select the **Reset your password** link.
4. In the screen that opens, create and confirm your new password.
5. Select **Submit** to confirm your changes.

Compatibility

Bullhorn Time & Expense

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Account Locked

If you enter an invalid username and password combination too many times, your account will become locked.


If you follow the instructions on the screen, you will be able to unlock your account instantly and sign in.

Please prove you are human

If your screen looks similar to the one displayed below, your account is locked.

To unlock your account, you must verify that you are human and not an automated attacker.

Log In

 The password is incorrect. Please try again or:

[Contact Support](#) [Reset Password](#)







User ID (usually an email address)

Password

Remember me on this computer

Please, drag **heart** into the circle.

WDB fancy captcha >

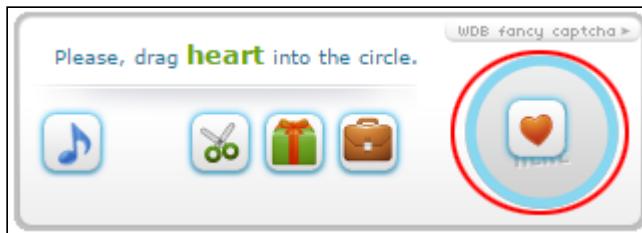
Please prove you are human

[Log In](#)

[Create an account](#) | [Trouble signing in?](#)

Screen captcha options will vary.

In this example, you must move the heart into the circle to unlock your account.



After you move the correct item into the circle, your account is unlocked.

If you know your correct username and password combination, you may enter it and then logon.

For logon help, select [Trouble signing in?](#)

Compatibility

Bullhorn Time & Expense

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