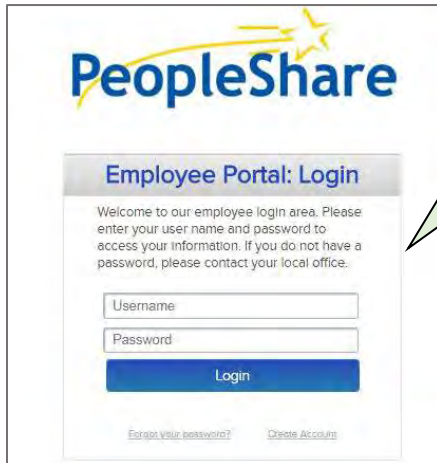


## To Access the Web Portal:

1. From your computer or mobile device, Go to [www.peopleshareworks.com](http://www.peopleshareworks.com), Click on →
2. Enter Username and Password, select Login

**SUBMIT  
TIMESHEET**

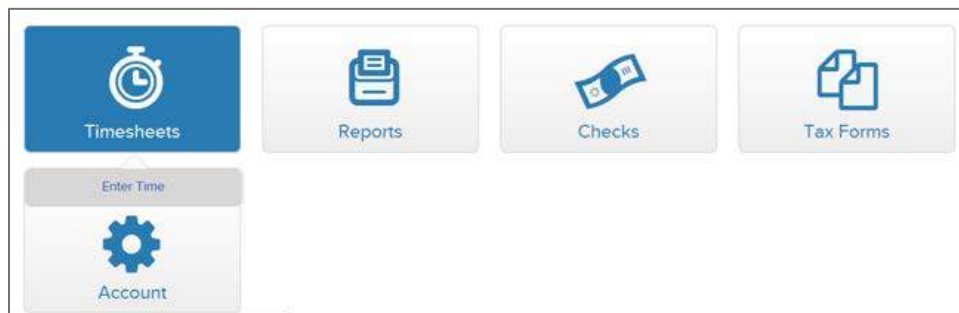


**NOTE:**

- For your security, Change your password immediately
- If you do not know, or forget your password, Click the link "Forgot your Password?"

## To Enter Hours:

1. Click **Accept**, to agree to the terms. Then **scroll over the Timesheets menu, Click on Enter Time**



2. Select the **correct weekending date**, Timesheets From \_\_\_\_\_ to \_\_\_\_\_, to enter your hours worked during that week, select **SHOW RESULTS**

Timesheets From  to

3. **Fill in your exact time In/Out accordingly:** (You can Click 'Save Timesheet' to come back and finish it later)
  - a. If no expenses continue with #4
  - b. If expenses skip #4 and scroll to Enter Expenses section.

## 4. Once you have entered hours for each day worked, Click "Submit Timesheet"

OTHER HOURS	DATE	IN	OUT	IN	OUT	TOTAL REG HRS	APPROVED
+ MORE	12/05/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM	8.00	
+ MORE	12/09/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM	8.00	
+ MORE	12/10/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM	8.00	
+ MORE	12/11/2014	07:00 AM	12:00 PM	12:30 PM	03:45 PM	8.25	
+ MORE	12/12/2014	07:00 AM	13:00 PM	12:30 PM	03:30 PM	8.00	
+ MORE	12/13/2014					0.00	
+ MORE	12/14/2014					0.00	
<b>Hours Totals:</b>							
Regular						40.25	

**Lunch Breaks:** Complete all 4 columns if you have a lunch break:

- **In:** Time you started work
- **Out:** Time you left for lunch
- **In:** Time you returned from lunch
- **Out:** Time you left for the day

**No Lunch Breaks:** Complete only the first 2 columns with time in and out

OTHER HOURS	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL REG HRS	APPROVED
+ MORE	04/27/2015	11:00 PM	11:59 PM	12:00 AM	07:00 AM					8.00	
+ MORE	04/28/2015	11:00 PM	11:59 PM	12:00 AM	02:00 AM	02:30 AM	07:00 AM			8.00	
+ MORE	04/29/2015	11:00 PM	11:59 PM	12:00 AM	02:00 AM	02:30 AM	07:00 AM			8.00	
+ MORE	04/30/2015	11:00 PM	11:59 PM	12:00 AM	07:00 AM					8.00	
+ MORE	05/01/2015	11:00 PM	11:59 PM	12:00 AM	07:00 AM					8.00	
+ MORE	05/02/2015									0.00	
+ MORE	05/03/2015									0.00	

**3rd Shift Sample Only:** Must clock OUT at 11:59PM, then back IN at 12:00AM Daily

The time below has been reviewed.

Date	IN 1	OUT 1	IN 2	OUT 2	Total HRS	Expenses	Approval
06/30/2014	07:00PM	11:59PM	12:00AM	03:00AM	8.00	0.00	APPROVED
07/01/2014	07:00PM	11:59PM	12:00AM	03:00AM	8.00	0.00	APPROVED
07/02/2014	07:00PM	11:59PM	12:00AM	03:00AM	8.00	0.00	APPROVED
07/03/2014	11:00PM	11:59PM	12:00AM	07:00AM	8.00	0.00	APPROVED
07/04/2014	11:00PM	11:59PM	12:00AM	07:00AM	8.00	0.00	APPROVED
07/05/2014					0.00	0.00	APPROVED
07/06/2014					0.00	0.00	APPROVED
<b>Totals</b>					40.00	0.00	

**IMPORTANT:** Hours MUST be submitted no later than Sunday in order to process your hours. Your supervisor must approve/submit by Mondays at 5pm. A notification will be emailed to your supervisor to approve your hours. You will receive a confirmation email once approved.

- ❖ If you ever see that your hours have been REJECTED, contact your Supervisor to work out the discrepancy

## To Enter Expenses:

1. If you have expenses that need to be added click on the "More Button".

+ MORE	05/18/2016										Reg	0.00
											OT	0.00
											DT	0.00

- Click on **"Select"** and choose the expense item and input the flat amount that needs to be entered. You MUST include supporting documents, click on the "Paperclip" and attach the necessary documents. The document must be in a PDF format.

**Note:** After selecting the "Paperclip" click BROWSE to search computer for the necessary document then select UPLOAD. Click CLOSE to exit window. The document will appear in the View Documents area.

- Select to close the expense window.
- Once all time and expenses have been entered, Click **"Submit Timesheet"**

*(You can Click 'Save Timesheet' to come back and finish it later)*

## To Review Payroll Check & W2 History:

- From the Checks menu select View Payroll Checks History →



- To review** select either check number or select view.

NUMBER	DATE	PERIOD ENDING	GROSS AMOUNT	NET AMOUNT	VOID	CORP #	DOWNLOAD	PREVIEW
1579	5/29/2015	5/29/2015	\$1190.00	\$894.51		100		View

- To print, save, or email a copy select the PDF icon.

NUMBER	DATE	PERIOD ENDING	GROSS AMOUNT	NET AMOUNT	VOID	CORP #	DOWNLOAD	PREVIEW
1579	5/29/2015	5/29/2015	\$1190.00	\$894.51		100		View

- To review your W2's →
  - To review** scroll over Tax forms, then view W2's



- Click on the red PDF icon to view/open/print the selected W2:

ISSUED BY	YEAR	PREVIEW
Automated Business Designs, Inc.	2015	