



TABLE OF CONTENTS

Access Web Portal.....	1
To Enter Hours:.....	1
Entering Expenses.....	4
Request Support.....	4
Review Payroll Check and W2 History	5

ACCESS WEB PORTAL

- From your computer or mobile device, Go to www.peopleshareworks.com
- Click on → **SUBMIT TIMESHEET**
- Enter Username and Password, select Login



The screenshot shows the PeopleShare logo at the top, followed by the 'bp best practices' logo. Below that is the 'Employee Portal: Login' section. It includes a welcome message: 'Welcome to our employee login area. Please enter your user name and password to access your information. If you do not have a password, please contact your local office.' There are two input fields: 'Username' and 'Password', followed by a blue 'Login' button. At the bottom, there are links for 'Forgot your password?' and 'Create Account'.

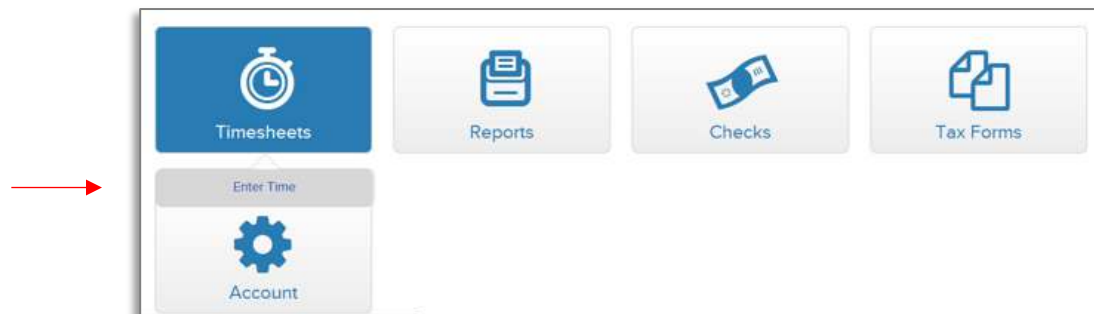
NOTE:

- For your security, Change your password immediately
- If you do not know, or forget your password, Click the link "Forgot your Password?"
- If you have any issues, contact Customer Service: pscustomerservice@peopleshareworks.com (610) 489-1400

TO ENTER HOURS:

1. Click **Accept**, to agree to the terms.

Then **scroll over the Timesheets menu, click on Enter Time**





- Select the **correct weekending date**, Timesheets From _____ to _____, to enter your hours worked during that week, select **SHOW RESULTS**

Timesheets From to

- Fill in your exact time In/Out accordingly: *(You can Click 'Save Timesheet' to come back and finish it later)*
 - If no expenses continue with #4
 - If expenses skip #4 and scroll to Enter Expenses section.
- Once you have entered hours for each day worked, click **"Submit Timesheet"**

OTHER HOURS	DATE	IN	OUT	IN	OUT	TOTAL REG HRS	APPROVED
+ MORE	11/16/2020	7:00 AM	3:00 PM			8.00	
+ MORE	11/17/2020	7:00 AM			3:00 PM	0.00	
+ MORE	12/08/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM		
+ MORE	12/09/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM		
+ MORE	12/10/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM		
+ MORE	12/11/2014	07:00 AM	12:00 PM	12:30 PM	03:45 PM		
+ MORE	12/12/2014	07:00 AM	12:00 PM	12:30 PM	03:30 PM		
+ MORE	12/13/2014						
+ MORE	12/14/2014						

GOOD ← →

BAD ← →

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

Hours Totals:	
Regular	40.25



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
Totals					40.00	0.00	

IMPORTANT:

- Hours **MUST** be submitted no later than Sunday end of day for on-time payment.
- A **notification** will be emailed to your Supervisor to approve your hours.
 - You will receive a confirmation email once approved.
 - If you do not receive email notification of your Supervisor’s approval by **Monday 3PM** - confirm with Supervisor your time was approved.
 - You can view your timesheet status through the Portal as well.
- Your Supervisor must approve/submit hours by **MONDAY 5PM** to guarantee you will be paid on time.
 - ❖ If you ever see that your hours have been REJECTED, contact your Supervisor to work out the discrepancy.
 - ❖ If you are attempting to clock in for a Monday shift of the current week, you can only do so on Tuesday of the same week. This means you will need to record your Monday hours the next day (Tuesday).

WEEK ENDING	CUSTOMER	POSITION	DEPARTMENT	SHIFT	REPORT TO	STATUS
06/02/2020	Hagerstown Block Company	General Laborer			Alice Supervisor	SUBMITTED
07/26/2020	Hagerstown Block Company	General Laborer			Alice Supervisor	PAYROLL

STATUS NOTIFICATIONS

You Control Your Timesheet

PAYROLL: **READY FOR PAYMENT.**

SUBMITTED: Employee has sent timesheet to Supervisor.

REJECTED: Employee’s timesheet was rejected by Supervisor.

APPROVED: Approved by Supervisor → not yet Submitted for payment.

PARTIAL: Mixed with more than 1 status code.

BLANK: Employee did not Submit timesheet yet.

ENTERING EXPENSES

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

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.

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

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

REQUEST SUPPORT

Any issues with the Portal - please contact Customer Service:

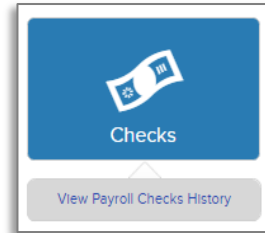
Email: pscustomerservice@peopleshareworks.com

Phone: 610-489-1400

Full Name & Last 4 of Social

REVIEW PAYROLL CHECK AND 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	