

# Time Recording Procedure Updates

## **Instructions for recording your time worked:**

- At the end of your work week, you must record your time for all hours worked, including overtime.
- It is your responsibility to record your time fully and accurately before submitting it to the client representative for approval. When required, you should record the in/out time or total time attributed to your work day and meal period. If you are not being provided a meal or rest break to which you are entitled, advise your Branch Adecco Representative immediately.
- Include in your hours worked all time spent changing in and out of your client required apparel at work (including uniforms and equipment), travel time required by your assignment (other than commuting time), and time waiting on client security lines, if applicable, to the nearest quarter (1/4) hour. Please notify your Branch Adecco Representative if you have questions regarding what time should be recorded.
- In order to ensure that your paycheck is accurate you must record your time completely and without errors.

## **Time Entry Methods**

To ensure prompt and accurate payment you must record all of your hours worked (including overtime) using one of our convenient time entry methods. Please confirm the time entry procedures with your Adecco Representative, as procedures may vary from assignment to assignment.

Two common time entry procedures are:

### **1. Entering hours via the telephone.**

Hours must be entered via the telephone by Sunday at midnight by calling the IVR (Interactive Voice Response) line at. **1.888.481.1761** You will need the last 4 digits of your social security number-and assignment number (obtained from your Adecco Representative). Follow the automated instructions provided.

### **2. Entering hours via the internet.**

Hours must be entered via the internet by Sunday at midnight by typing [www.webtime.mypeoplenet.com](http://www.webtime.mypeoplenet.com) into your internet browser. The first time you use the system, you will register as a New user using the last 4 digits of your social security number. Once you have created a logon and password you will follow instructions provided to record your time weekly.

Additional Information:

- You can use the ATS line or the website to access recent payroll information, including the amount of your most recent payment. Via the Web, select the PAYROLL INFORMATION link at the bottom of the homepage, and via the phone follow the prompt for PAYROLL INFORMATION.

### **Time Approval Procedures**

- It is your responsibility to record all of your hours worked (including overtime) and obtain client approval.
- If Adecco's client approves your weekly hours electronically, please make sure your hours are entered into one of the listed time capture methods by Sunday at midnight. If you are unsure, contact the Payroll Shared Services Center. If Adecco's client signs your paper timesheet weekly; please make sure you print out or fax your timesheet directly from the Peoplenet system after submitting time electronically. If you are unsure, contact the Payroll Shared Services Center, 866.528.0707.

If you have any questions regarding hours worked, overtime, meal and/or rest periods, time entry, or time approval, please contact ....