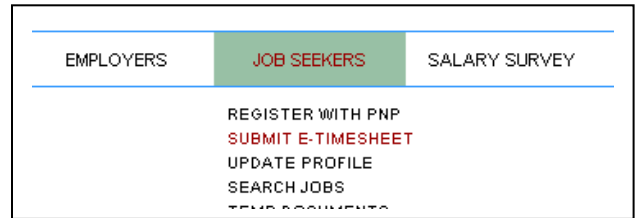


# PROFESSIONALS *for* NONPROFITS

## PNP ELECTRONIC TIMESHEET USER GUIDE FOR APPLICANTS

1. To enter PNP's Electronic Office, you can enter [www.pnpeoffice.com](http://www.pnpeoffice.com) in your browser's address bar, or click the "Submit E-Timesheet" link on our website ([www.nonprofitstaffing.com](http://www.nonprofitstaffing.com)).

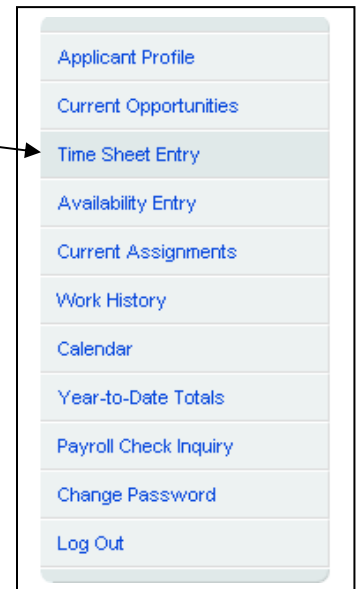


2. If you entered the address into your browser, click on the "Applicant Services" link. On the "Applicant Login" page you are required to enter in your email & password. These are the same as those you used when you registered online with PNP. (If you are unsure of your user name or password, please contact Chris Bonner at [cbonner@nonprofitstaffing.com](mailto:cbonner@nonprofitstaffing.com).) Please note that the password is case sensitive.



The screenshot shows the "Applicant Login" form with fields for "Email:" and "Password:", and buttons for "Connect" and "Clear".

3. Once you have logged in to your Electronic Office, select Time Sheet Entry. Once you click on this link you will be brought to the list of Week-Ending dates for which we are accepting electronic time.



4. From the Time Sheet Selection Menu you will be required to select the week for which you are submitting time. The first link is the date that the current week ends. The following two links are the two previous weeks.

The screenshot shows the "Time Sheet Selection" menu with the text "Please select the week you want to enter time for." and three blue links: [03/22/09](#), [03/15/09](#), and [03/08/09](#).

- After selecting which week you will be entering time for, you will be presented with a list of jobs that you worked on during that week. If your job is not listed you must submit a manual timesheet. If your job is listed then you are permitted to enter in electronic time.

Based on the example below, there are three jobs for which you can entire time online. To bring up the timesheet entry form, click on the job number for which you wish to enter time. For this example we will be entering in time for Job # 1890.

Job Number	Customer Name	Start Date	End Date	Status
1890	MTV MUSIC TELEVISION	12/23/03	12/31/05	UNSUBMITTED
1062	MTV MUSIC TELEVISION /VH1	03/26/02	03/27/04	UNSUBMITTED
12015	MTV MUSIC TELEVISION /COUNTRY	01/14/04	01/23/04	UNSUBMITTED

- From the above screen you will enter in on a day-by-day basis the time you worked for each day. Please note that the Time Started pull down list starts at 7:00 AM goes through Midnight and then back to 6:45 PM. Additionally Time Finished starts at 3:00 PM and goes through Midnight, then goes onto 2:45 PM.

### Time Sheet Entry Form

Applicant Name: **CHRISTOPHER T BECKER** Customer Name: **MTV MUSIC TELEVISION**  
 Week Worked: **01/17/04** Work Order Number: **1890**  
 Start Date: **12/23/03** End Date: **12/31/05**  
 Job Title: **WORD** Pick Up Location: **MAIL**

Enter hours worked below:  
 You must enter break time each day, even if it is zero.

Date	Time Started	Time Finished	Break
Sun, 01/11/04	—	—	—
Mon, 01/12/04	—	—	—
Tue, 01/13/04	—	—	—
Wed, 01/14/04	—	—	—
Thu, 01/15/04	—	—	—
Fri, 01/16/04	—	—	—
Sat, 01/17/04	—	—	—

Assignment has ended     Send e-mail confirmation.  
 Assignment has not ended     I agree to [terms & conditions.](#)

#### Time Started

—

07:00 A  
07:15 A  
07:30 A  
07:45 A  
08:00 A  
08:15 A  
08:30 A  
08:45 A  
09:00 A

#### Time Finished

—

03:00 P  
03:15 P  
03:30 P  
03:45 P  
04:00 P  
04:15 P  
04:30 P  
04:45 P  
05:00 P

You may enter in the time for each day. One of the enhanced features we have included in our time entry module is a **Save Button**. This allows you to enter in your time each day and come back the next and enter in additional time.

When you are done entering in your time for the week, we require you to do three things:

- Provide whether the Assignment has ended or is Continuing next week
- Check if you would like to receive a confirmation e-mail
- Check that you agree to our Terms & Conditions. To view them click on the Terms & Conditions hyperlink

Once you have completed these requirements you can click on the continue button. This will take your submitted time and calculate daily hours worked. You will then be brought to the confirmation page.

- If you would like to make any changes to your timesheet select the “Go Back” button. This will return you to the prior page where you can make any adjustments that are necessary.

If you would like a copy of your timesheet you may select the Print Button. This will display your timesheet as a PDF in Adobe. This is the only time that you can make a printout of your timecard, unless you selected to receive a confirmation email.

Day	Time Start	Time Finish	Break	Total Hours	
Sun	01/11/04	09:00 AM	05:00 PM	00:30	7.50
Mon	01/12/04	09:00 AM	05:30 PM	00:45	7.75
Tue	01/13/04	09:00 AM	05:00 PM	00:30	7.50
Wed	01/14/04	08:30 AM	05:15 PM	00:30	8.25
Thu	01/15/04	09:00 AM	05:30 PM	00:45	7.75
Fri	01/16/04	----	----	----	----
Sat	01/17/04	----	----	----	----
<b>Total Hours for a Week:</b>					38.75 hours

Assignment Complete: No

Once you are sure that everything is correct you will either select the “**Process Timesheet**” button.\* This will send an email to your supervisor advising them that your time is ready for approval.

**NOTE: If your supervisor is absent or you need approval by an alternate supervisor, please contact PNP and we will arrange the alternate.**

**\*If you do not see the “Process Timesheet” button, it means that your supervisor has opted for manual timesheet approval over electronic.** In this case, click the “**Print**” button, bring it to your supervisor for signature approval, and fax it to PNP. Our fax number is 212.546.9094.w

- If you go back to Time Entry you will now see that the status of the job is no longer “UNSUBMITTED”, but now will indicate “SUBMITTED”.

Job Number	Customer Name	Start Date	End Date	Status
1890	MTV MUSIC TELEVISION	12/23/03	12/31/05	SUBMITTED
1062	MTV MUSIC TELEVISION /VH1	03/26/02	03/27/04	UNSUBMITTED
12015	MTV MUSIC TELEVISION /COUNTRY	01/14/04	01/23/04	UNSUBMITTED

Your timesheet will go through several stages from here. Once your supervisor approves your time you will see the status has changed to **APPROVED**. If there is a problem and your Supervisor rejects your time, the status will changed to **REJECTED**. If time is Rejected you and our Payroll Department will receive an email indicating there was a rejection. Our payroll department will then work with you and your Supervisor to take care of any problems.

If you have any questions or difficulties during the entry of time or in the status of your time please call your recruiter at our office and they will assist you.