

# Registering for PeopleNet

How to Guide

**impactemps**<sup>®</sup>

IMPACT  
RECRUITMENT

## STEP 1:

- i. Follow link in email
- ii. Click *Register*

### Log In

Log in to your account here:

[forgot your password?](#)

Remember me

Log In

Don't have an account? [Register](#)



#### ATTENTION: WEB TIME ENTRY HELP

If you are experiencing an issue with Web Time Entry not providing the correct fields to enter time, please try these steps:

1. Clear your Cache and Cookies
  1. This can be done in your browser's settings menu, usually under privacy or history options.
2. Use incognito or private browsing
  1. This is usually located in the options menu at the top of your browser.



**Bullhorn  
Peoplenet**

## STEP 2:

- i. Enter the same email address that you sent to the recruiter
- ii. Enter your password
- iii. Click *Next*

Register

Enter your email address

Enter a password

Next

Already have an account? [Login](#)

## STEP 3:

- i. Enter *first name, last name* and *last 4 digits of SIN*
- ii. Enter email and/or phone number
- iii. Choose how you would like to be notified
- iv. Click *Register*

Register Profile Settings Registration Complete Find Your Assignment

### Your Profile Settings

**General Settings** \* Required Fields

first name \* John last name \* Doe

last 4 of ssn / sin \* 1111

**Contact Preferences**

email \* john.doe@gmail.com

mobile carrier Telus Mobility mobile number 604-111-1111

**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**

preferred language US English

Enter time as:  
**Decimal** Minutes Standard Military  
Ex: 1.5 hrs Ex: 1:30 hrs Ex: 1:00 PM Ex: 1:300

Starting number of rows:  
In/Outs & Hours Breaks

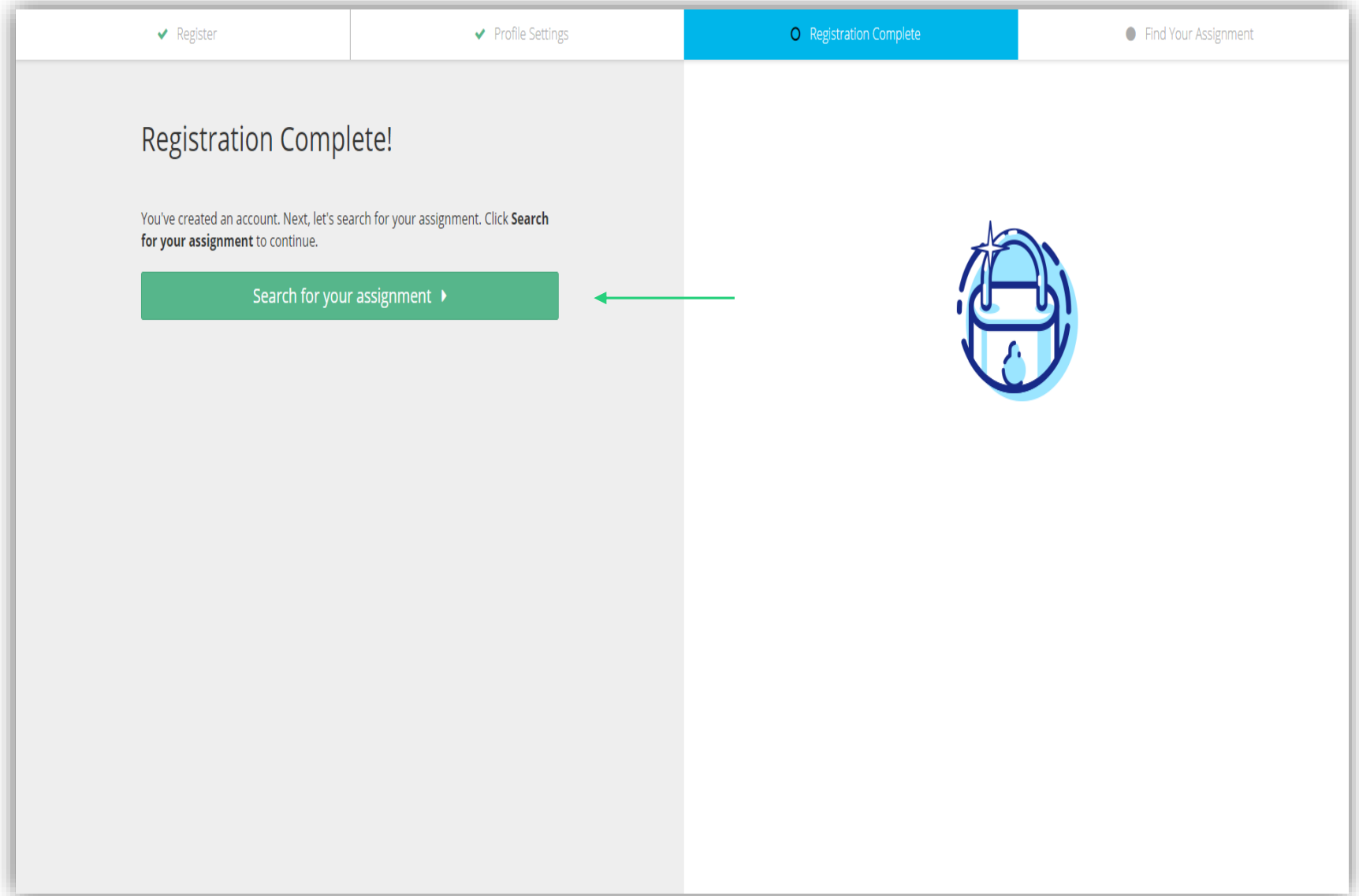
Register



## STEP 4:

- i. Click on *Search for your assignment*

*Please note: This may take a minute to load*



The screenshot displays a user interface with a top navigation bar containing four items: 'Register' (checked), 'Profile Settings' (checked), 'Registration Complete' (selected), and 'Find Your Assignment'. The main content area is split into two panels. The left panel, which is dimmed, contains the heading 'Registration Complete!' and the text 'You've created an account. Next, let's search for your assignment. Click **Search for your assignment** to continue.' Below this text is a green button labeled 'Search for your assignment ▶'. A green arrow points from this button to the right panel. The right panel is white and features a blue circular icon with a globe and a person silhouette. The 'impactemps' logo is located at the bottom right of the image.

## STEP 5:

- i. Click on the box outlined in green
- ii. Click *Next*
- iii. The week ending corresponds to the last day of the pay week.

*For example: You worked September 30<sup>th</sup>-October 6<sup>th</sup>. Click on week ending 10/06/2019 to enter your hours.*

The screenshot displays the Impactemps user interface. At the top, there are navigation tabs: Register, Profile Settings, Registration Complete, and Find Your Assignment (highlighted in blue). The 'Find Your Assignment' section contains a form with the following fields: first name (John), last name (Doe), suffix (dropdown), last 4 of ssn / sin (1111), and email (john.doe@gmail.com). A blue button labeled 'Find Your Assignment' is below the form. To the right, a search result box is outlined in green, showing 'John Doe' with a phone icon, 'Impact Bookkeeper : Myra Nguy', and 'Employee ID: 500000'. Below this, there is a 'Next' button. The bottom section of the page shows the user's profile 'John Doe' with the last sign-in time 'Tuesday, October 08, 2019 1:17PM'. Below the profile is a 'Timesheets' table with columns: Week Ending, Hours, Dollars & Units, Status, and Site. The table contains five rows of data, all with 'No Time Entered' status. A green arrow points to the '10/06/2019' entry. To the right of the table is a 'Messages (1)' section with an 'Important Messages' card dated '06/01/2017' from 'Peoplenet', containing a welcome message and instructions for mobile time entry. The footer of the page includes '© 2019 Copyright Peoplenet', 'Version: 19.4.2537', and '[8]'.

Week Ending	Hours	Dollars & Units	Status	Site
<a href="#">10/13/2019</a>	0.00		No Time Entered	
<a href="#">10/06/2019</a>	0.00		No Time Entered	Impact - Bookkeeper : Myr
<a href="#">9/29/2019</a>	0.00		No Time Entered	
<a href="#">9/22/2019</a>	0.00		No Time Entered	
<a href="#">9/15/2019</a>	0.00		No Time Entered	

## STEP 6:

- i. Click on 0.00 under each day

*Pop-up will appear where hours can be entered.*

- ii. Enter your hours

*If you worked the same hours from Monday-Friday you can click the "copy through Friday Tab".*

- iii. Click OK  
(Pop-up will disappear)

The screenshot displays the Impactemps user interface for John Doe. At the top right, it shows the user's name and last sign-in time: "John Doe", "Last Sign In: Tuesday, October 08, 2019 1:17PM". Below this, the date range "Sep 30 - Oct 6 2019" is displayed. A table shows work hours for each day of the week (Mon 9/30, Tue 10/01, Wed 10/02, Thu 10/03, Fri 10/04, Sat 10/05, Sun 10/06) and a Total column. The current row shows 0.00 hours for each day. A green arrow points to the 0.00 value under Wednesday. A pop-up window titled "Work Hours" is open for Wednesday, 10/2/2019, showing "0.00 Hours" and a "Time Reporting Code" dropdown set to "Worked". The pop-up also has a "Hours" input field with "0.00" and buttons for "Copy to Next Day", "Copy through Friday", "Clear All Entries", and "Ok". A "Submit All For Approval" button is visible at the bottom of the main interface.

Site / Assignment	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Sun 10/06	Total
Impact Bookkeeper : Myra Nguy 0000A-01			0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## STEP 7:

- i. If you need to edit your hours or made a mistake, click *modify hours* to make changes

*Please note: You will have to repeat Step 6 to re-enter your hours.*

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John Doe  
Last Sign In: Tuesday, October 08, 2019 1:17PM

Sep 30 - Oct 6 2019

Site / Assignment	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total		
Impact Bookkeeper : Myra Nguy 0000A-01	9:30	10:01	10:02	10:03	10:04	10:05	10:06	8.00		Pending Approval
			8.00	0.00	0.00	0.00	0.00	8.00		Worked Yes
								8.00		
								8.00		

Print

Modify

Submit All For Approval



## STEP 8:

- i. If all hours are correct, click *Submit* or *Submit For Approval*

*Please note: Hours will remain as pending until the approver from the work site approves your hours.*

The screenshot displays the impactemps user interface. At the top left is the impactemps logo. At the top right, the user's name "John Doe" and "Last Sign In: Tuesday, October 08, 2019 1:17PM" are shown. Below this, the date range "Sep 30 - Oct 6 2019" is displayed. The main area contains a table with columns for days of the week and a "Total" column. The table shows 8.00 hours worked on Wednesday, 0.00 on other days, and a total of 8.00. A "Print" button is located in the top right of the table area. Below the table, there are two buttons: "Submit" and "Submit All For Approval". A green arrow points to the "Submit" button, and another green arrow points to the "Submit All For Approval" button.

Site / Assignment	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Sun 10/06	Total
Impact Bookkeeper : Myra Nguy 0000A-01			8.00	0.00	0.00	0.00	0.00	8.00
Total	0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00

## STEP 9:

i. If you did not work or went on vacation, set the *worked* slider to *no*

ii. Click *Submit*

*This will submit zero hours for the week that was missed.*

iii. Email your recruiter to let them know you weren't at work

The screenshot displays the Peoplenet Impactemps user interface. At the top, the user is identified as John Doe, with a last sign-in time of Tuesday, October 08, 2019 1:17PM. The main content area shows a time tracking table for the week of Sep 30 - Oct 6 2019. The table has columns for days of the week (Mon-Sun) and a Total column. The data row shows 0.00 hours for each day and a total of 0.00. A 'Worked' slider is set to 'No', and a 'Submit All For Approval' button is highlighted with a green arrow. A 'Submit' button is also visible in the 'Saved Not Submitted' section.

Site / Assignment	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Worked	Saved Not Submitted
Impact Bookkeeper : Myra Nguy 0000A-01	9/30	10/01	10/02	10/03	10/04	10/05	10/06	0.00	No	Submit
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		