

Instructions: Follow the steps below to register, access, and submit time in the required digital format.

1. REGISTER ON PEOPLENET

You must create an account on PeopleNet to enter your time.

Create an Account


[Tutorial](#)

Please enter the information below and select "Continue" to proceed with registration.

* indicates a required field

First Name *

Last Name *

Last 4 of SSN / SIN * 

Your Email * No Email Address?

Re-Enter Email *

Registration Instructions

1. Visit <https://www.mypeoplenet.com/Logon/>.
2. Click **Create an Account**.
3. Enter your information including your **email** and **last 4 digits of your Social Security Number (SSN)**.
4. Click **Continue**.

Note: If you experience Log In issues after registering: click **Trouble signing in?** from the [Log In screen](#)

2. ACCESS YOUR TIME CARD

Timesheets				
Week Ending	Hours	Dollars & Units	Status	Site
7/14/2018	24:00		Saved Not Submitted	Magnolia Home Health - Ph
7/7/2018	32:35		Saved Not Submitted	Magnolia Home Health - Ph
6/30/2018	0:00		No Time Entered	Magnolia Home Health - Ph
6/23/2018	49:00		Approved	Magnolia Home Health - Ph
6/16/2018	38:30		Approved	Magnolia Home Health - Ph

1. Log into <https://www.mypeoplenet.com/Logon/>.
2. Select the **Week Ending** (pay period).
3. Select the **Date** you would like to enter time for.
4. Enter **daily time per instructions on page 2**.
5. At the **end of each pay period**, click the **Submit** button.
6. Time must show as **Approved** after submitting. If the status shows anything other than Approved, review page 3 under "Submit time section".

Pay Period hours submitted prior to being worked (future time) will not be approved.

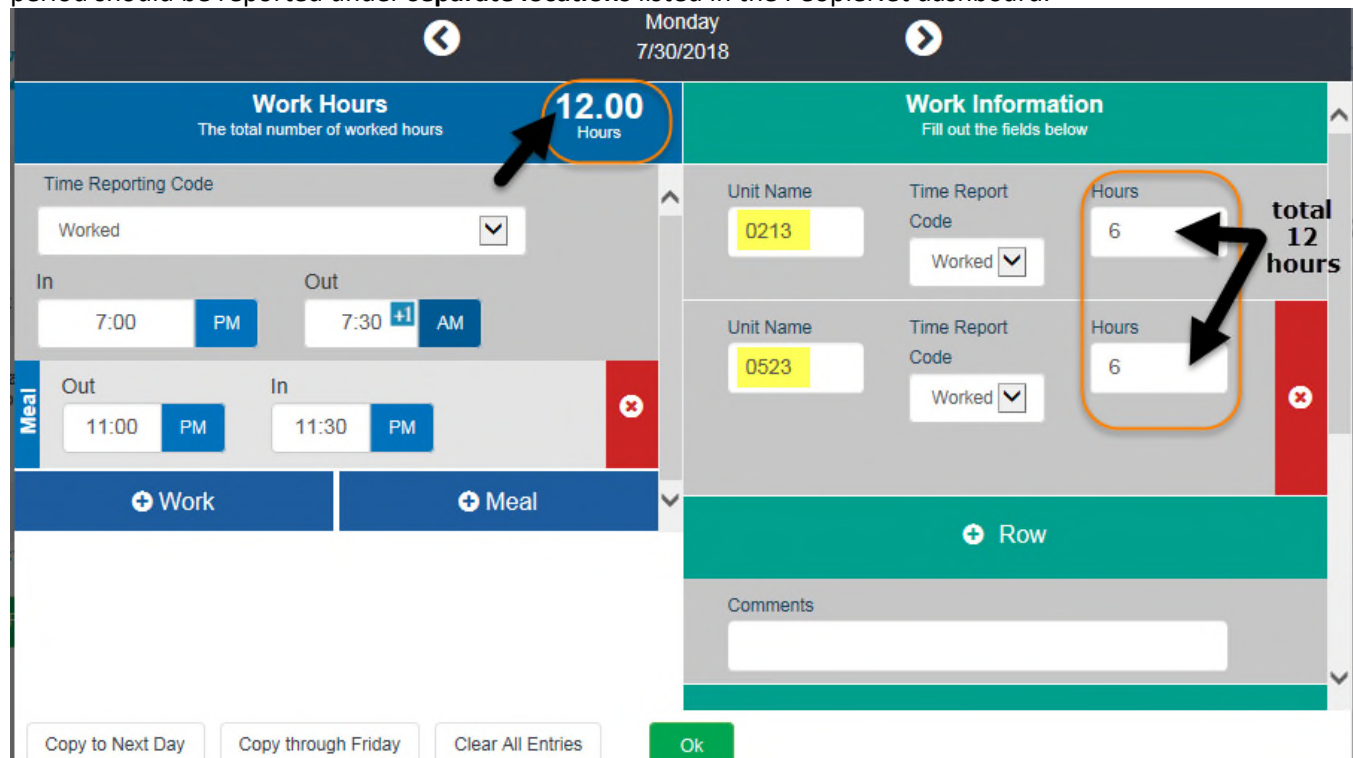
Jun 4 - Jun 10 2018									
Site / Assignment	Mon 06/04	Tue 06/05	Wed 06/06	Thu 06/07	Fri 06/08	Sat 06/09	Sun 06/10	Total	
California Health Shift Manager : Julious Powell 97324692A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="button" value="Print"/> <input type="button" value="No Time Entered"/> <input type="button" value="Submit"/>
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

[Show Break Policy](#)

3. ENTER/UPDATE TIME


Once you select a **specific date** to enter/update time for, complete the **Work Hours** column (left) and **Work Information** column (right). See the completion instructions for both columns below. Once all hours have been entered for the full day, click **OK**.

Note: Report **overnight shift hours** as the date the **shift begins**. Hours worked at **different locations** during a pay period should be reported under **separate locations** listed in the PeopleNet dashboard.



Work Hours Column (left side)

Shift time worked and meal periods

1. Select the **Time Reporting Code** from the dropdown.
2. Enter your **In and Out** times and **ensure AM and PM** is correctly assigned.
3. Enter your **Meal In and Out** times and **ensure AM and PM** is correctly assigned.
 - If no meal period was taken, click the Red x button .
4. **Calculated worked hours** will appear in the **upper right corner** of the **Work Hours** box after you enter your shift time(s). Ensure the total time is correct.
5. **Complete steps 1-4** for each portion of shift worked per day, where applicable.

Note: Enter total hours for **On Call, Facility or Clinician Cancel**, and **Sick Time** Reporting codes. In and Out times are not required for these type of hours.

Work Information Column (right side)

Cost Center that reported time applies to, **mileage**, and **missed rest breaks**, where applicable

1. Enter the **4-digit Cost Center Code** into the **Unit Name** box.
2. Match the **Time Reporting Code** used on the **Work Hours** column (right side).
3. Enter the **total hours worked** for the **selected Unit Name** entered in decimal format. Use the attached **100 minute clock** sheet to enter time. **! Total of separate unit times reported must match the total hours reported in the Work Information column.**
4. If applicable, enter the **daily total of miles driven** in the **Mileage** box.
5. If applicable, enter the **daily total of missed rest breaks** in the **Missed Rest Breaks** box.

4. SUBMIT TIME

! For a timely and accurate paycheck: Full pay period hours should be submitted by 5:00pm Pacific Time each Sunday after a pay period ends.

Timecard Status

- **Saved Not Submitted**- time card can be submitted after your last shift of the pay period.
- **Rejected**- time card cannot be processed as reported. Ensure the hours reported on right and left column of the day(s) in question match. Hours Worked section must match the Work Information section.
- **Approved**- your time card has been successfully reported for processing.

MEAL PERIODS

! California (CA) state law requires that a 30 minute meal period be taken for every 5 consecutive hours worked.

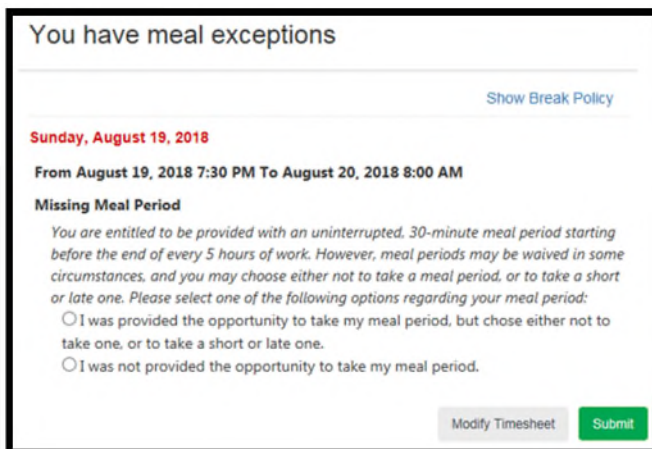
After clicking **Submit**, you will receive a **meal exceptions** pop up notification if:

- No meal period was entered at all for a day
- The meal period is listed with punch times that exceed 5 hours of consecutive work
- A second meal period was not entered for a 12 hour shift

You must select one of the two options for all missed meal periods before your time can be submitted.

If you feel that there is an error on your timecard, you can select **Modify Timesheet** to correct the error without selecting one of the two options.

If you have signed the **meal waiver form** for 12 hour shifts, you will receive the notification for the second meal period of your 12 hour shift. You can select **I was provided with an opportunity to take a meal period but I chose not to take one** and then click **Submit** for each shift.



TIME CARD DEADLINE

! Full pay period hours should be submitted by 5:00pm Pacific Time each Sunday after a pay period ends.

REPORTING TO THE STAFFING OFFICE

Continue to follow directions provided by Kaiser as you may be required to report to the staffing office for your daily assignment.

OVERTIME/MISSED MEAL PERIOD/REST BREAK ADJUSTMENTS

Follow the processes outlined for you by your Staffing Office. AMN does not require a copy of these forms.

REPORTED TIME ADJUSTMENTS/CORRECTIONS

In the event you need a timecard correction, you can submit the correction through PeopleNet.

FACILITY SHIFT CANCELLATION

You will be able to select **Facility Call Off** as a drop down option and enter the total hours you are called off by the facility on your time card.

COST CENTERS

You will be required to assign cost centers to your reported hours prior to submitting for approval. A list of cost centers are available in the staffing office and attached to your assignment communication from your agency.

ONBOARDING MODULES

Onboarding modules must be submitted via paper time card with staffing office signature.

100 MINUTE CLOCK (DECIMAL TIME)

Instructions: Use the table below to convert hours and minutes into decimal time.

Example: 5 hours and 38 minutes becomes 5.63 hours in decimal time.

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00

If you have created an account and cannot log in to <https://www.mypeoplenet.com/Logon/>, click the **Trouble signing in** link to reset your password. **If you experience difficulty reporting your time in the PeopleNet system contact your agency.**