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### **Time Entry Process for Associates**


NRI Staffing utilizes the PeopleNet Web Time Entry application to make the process of entering time easier and more efficient for our employees.

**Go to this link to view the Web Time Entry user guide and video tutorial:**

<http://www.peoplenet.com/tutorials/videoplayer.cfm?filename=wte/ss>

You must register with PeopleNet in order to entering your time. Registration creates your personal account and password. All time should be entered by Sunday at midnight each week.

To register and begin entering your time, follow these steps:

- Go to [www.mypeoplenet.com/signin.cfm](http://www.mypeoplenet.com/signin.cfm)
- Enter **NRIS** as your Company ID.
- Once on the PeopleNet site, register as an e-time user by clicking the  icon on the left side of the screen. You will register with the last four digits of your social security number and your email address as your User ID.

PeopleNet will send you e-mail reminders on *Fridays at 3pm and Sundays at 9am EST* if you have not entered any time for the week. Please allow e-mail from [support@peoplenet-us.com](mailto:support@peoplenet-us.com). If you do not receive a reminder, please check your Spam filter.

To ensure that you are paid on time, please enter all your time by Sunday at midnight EST.

Email will be the primary means of communication for distribution of training materials and system updates, and will also be the method of communication for password resets if necessary. If you do not currently have an email address, you may get one for free at Hotmail, Google or AOL.

Please contact our branch if you have any questions.

**Thank you for being a part of the NRI team**