
CRG/PEOPLENET

*****Weekly Time Entry Process*****

PeopleNet Web Time Entry application is what CRG uses to make the process of entering time easier and more efficient for our consultants.

Below is important information for registering with Peoplenet and entering your time sheet each week.

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

1. Go to www.mypeoplenet.com/signin.cfm
2. Once on the PeopleNet site, register at the bottom by clicking on "Create an account".
3. You will register with the last four digits of your social security number. Your email address is your User ID.
4. You then will proceed to log in your hours, choose the appropriate week and enter your hours for each day. Once you have all hours entered make sure you click the green submit button.

To ensure that you are paid on time, all timesheets must be entered by Sunday at midnight EST each week.

When submitting your time sheet, you need to enter your minutes in hundredths time (ex: 15 min = .25, 30 min=.50, and 45 mins = .75 see conversion table on page 2). Please do not enter your time as actual minutes as this will not be accurate when it comes time to pay and bill for your time worked.

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.

You will receive e-mail reminders from Peoplenet every Thursdays at 8am EST if you have not entered any time for the week. Please make sure your email is not blocking support@peoplenet-us.com to ensure you receive these reminders.

Please contact the payroll department if you have any questions or concerns regarding your time sheets.

Thank you,

Payroll Dept
336-812-9855
CRG

Time Entry Conversion Table

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