

Associate E-Connect Instructions - IOWA



Manpower utilizes an electronic timekeeping system (E-Connect) to manage your hours/payroll for your assignment. Each week you will need to log-in to E-Connect to enter your time worked. Timekeeping runs Monday through Sunday.

All hours must be entered and submitted into the system by: **Sunday @ Midnight**

TO REGISTER:

You will receive a welcome e-mail from Manpower inviting you to sign up for E-Connect. You will then need to log-in via the link supplied in the e-mail to set-up your own account name and password.

TO ENTER TIME:

Log-in to E-Connect – <https://iaeconnect.mnpwr.com> (do not use the link from the welcome e-mail).

1. Click on “**Access the Employee and Candidate Portal**” under Employee and Candidate tab.
2. Enter your **account name** and **password**.
3. Select the “**assignment**” you are on and the “**week-ending**” that you would like to enter hours for.

New Web Timecard

To enter a new web timecard, you'll need to select one of your active assignments and a weekending date. If online entry is allowed, you'll click the New button to begin entering your information.

Assignment

Weekending

4. Enter “**time in**” and “**time out**” for each day.

Day	Date	Time In			Time Out			Breaks		
Monday	7/11/2011	--	--	--	--	--	--	--	--	--
Tuesday	7/12/2011	--	--	--	--	--	--	--	--	--
Wednesday	7/13/2011	--	--	--	--	--	--	--	--	--
Thursday	7/14/2011	--	--	--	--	--	--	--	--	--
Friday	7/15/2011	--	--	--	--	--	--	--	--	--
Saturday	7/16/2011	--	--	--	--	--	--	--	--	--
Sunday	7/17/2011	--	--	--	--	--	--	--	--	--

Choose **AM** or **PM** from drop down.

For **UNPAID**, enter total hours taken.
1st column = hours
2nd column = minutes
Example:
Total lunch/break = 45 min
Enter “00” for hours and “45” for minutes.

5. Enter “**breaks**” (lunch/breaks) information.
PAID: Enter “00” for breaks and lunch in order to be paid correctly.
UNPAID: Enter total amount of time taken for breaks and lunch combined.
6. Click “**save**” each time you enter hours.
7. At the end of the week, click “**save and submit**” to submit your hours for approval by your supervisor.

NOTE:

- Do not hit submit until the end of the week. Once submitted, the hours can't be changed.
- The timecard is not able to be approved until you hit the submit button.

Associate Copy