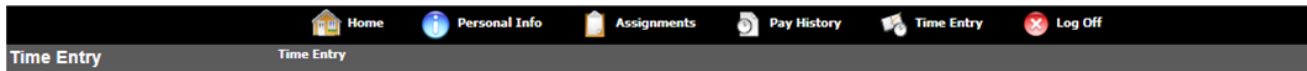
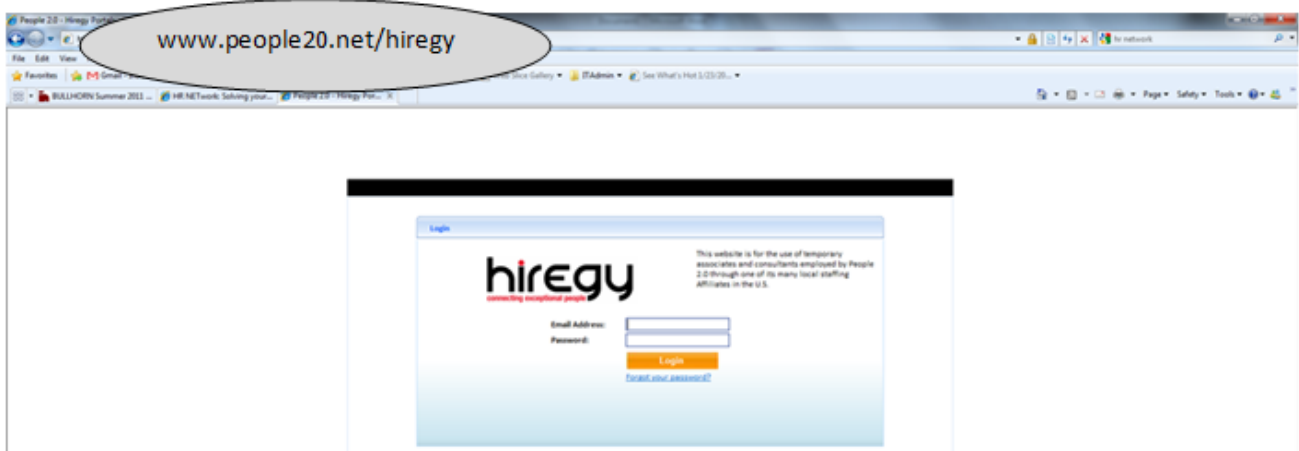


How to access your paycheck stubs and enter your hours online

Log onto www.people20.net/Hiregy

Enter in your personal email address and your initial password is the *first* 4 letters of your last name and the *first* 4 numbers of your social security number.



Welcome: Marie Cordova (ashleymarlew@t4@yahoo.com)

IMPORTANT: Please enter all time with AM/PM (Example: 01:30PM, 12:01AM)

REMINDER: Only use the **Submit** function when you have completed entering your time for the entire pay period. Use the **Save** function if you will have more time to enter in the future week.

If you encounter any issues submitting your timesheet(s), please contact our local office for assistance.

		Mon. 02/25	Tue. 02/26	Wed. 02/27	Thu. 02/28	Fri. 03/01	Sat. 03/02	Sun. 03/03	Hours Worked	Submitted
Primary	Hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00 Reg 40.00 Total	3/1/2013 5:59:50 PM ET Approved 3/4/2013 8:11:32 AM ET
	Start	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM				
	End	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM				
	Brk Start	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM				
	Brk End	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM				
Primary	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Hours Entered	Save
	Start									Submit
	End									
	Brk Start									
	Brk End									

Break Start and End is for lunch breaks.

Save everyday
Submit hours once a week