Bullhorn Time & Expense Time Entry Tips

Depending on your assignment, how you enter your time worked and account for your meal period will vary. In all cases, you will click the day, then enter the start and end times for when you started and ended work. If there is a 'Meal' button, you will use that for meal periods. Both entry formats accurately capture the worked time and your meal break. The system captures the time differently based on behind-the-scenes settings.

Log in to Bullhorn Time and Expense and select the work period. Then follow the appropriate instructions detailed in this document.
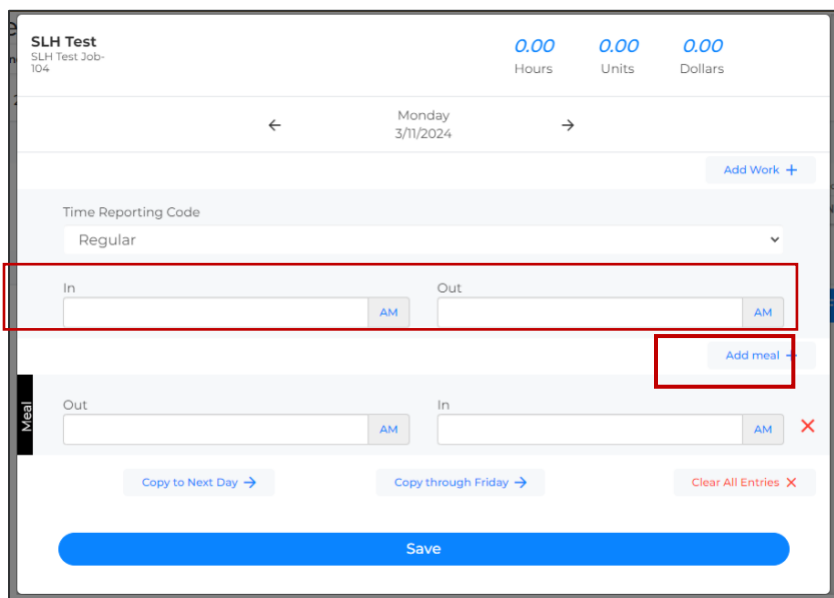
Click the day to access your timecard

Enter your time

If you see the Add meal option on your timecard

» Enter your **In** and **Out** time for your entire shift
» Then click **Add meal** and enter the start (**Out**) and end (**In**) time of your meal break

BULLHORN TIME & EXPENSE

In this example, you worked from 8:00 – 5:00 and took your meal break from 12:00 -1:00
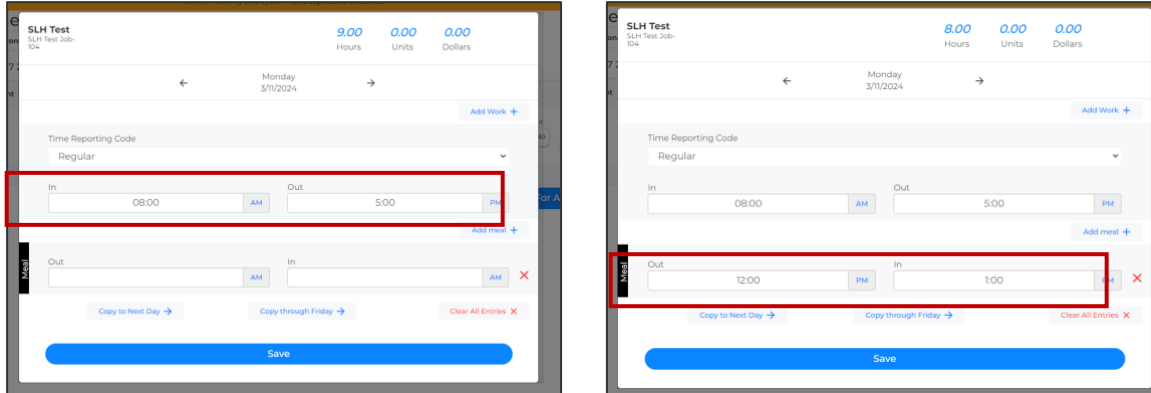
If you <u>do not see the **Add meal** option</u> on your timecard
*If there is no **Add meal** option you will enter two blocks of worked time.*

» Enter the start time of your shift as the **In** time
» Enter the <u>beginning of your meal break</u> as the **Out** time
» Click **Add work** to add your second block of work. Enter the <u>end of the meal break</u> as the **In**
» Enter the **Out** time as the end time of your shift

In this example, you worked from 8:00 – 12:00 and then took the break. You returned to work at 1:00 and completed the shift at 5:00