

## 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



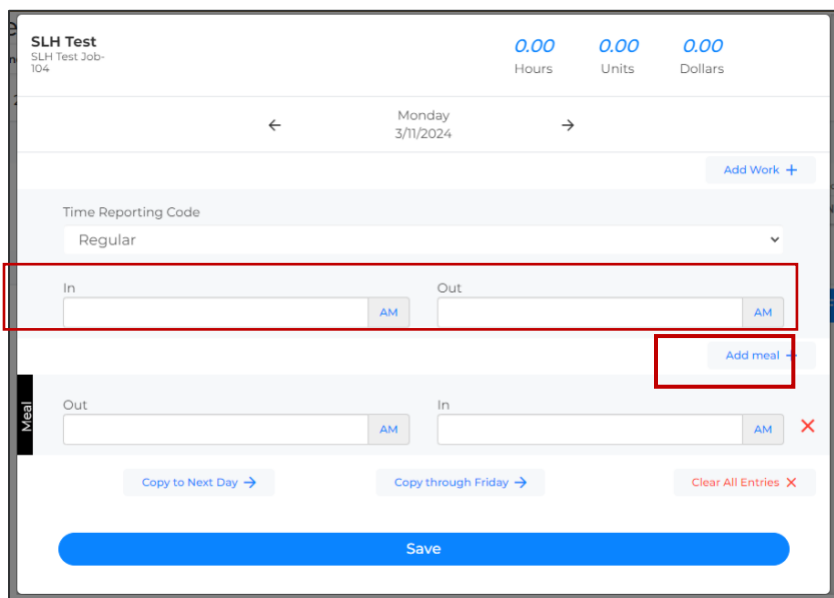
The screenshot shows a timecard for the period Mar 4 - Mar 10 2024. The interface includes a table with columns for days of the week (Mon 3/04, Tue 3/05, Wed 3/06, Thu 3/07, Fri 3/08, Sat 3/09, Sun 3/10) and a Total column. The 'Total' column shows 0.00 hours. There are buttons for 'Print', 'Submit', and 'Submit All For Approval'. A 'Worked' toggle is set to 'No'.

Site / Assignment	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Sun 3/10	Total
SLH Test SLH Test Job-3115	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### 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



The screenshot shows the time entry form for Monday, 3/11/2024. It includes fields for 'In' and 'Out' times, a 'Time Reporting Code' dropdown set to 'Regular', and an 'Add meal' button. Below the 'Add meal' button, there are fields for 'Meal Out' and 'Meal In' times. A 'Save' button is at the bottom.

SLH Test  
SLH Test Job-104  
0.00 Hours 0.00 Units 0.00 Dollars

Monday 3/11/2024

Add Work +

Time Reporting Code  
Regular

In [ ] AM Out [ ] AM

Add meal +

Meal Out [ ] AM In [ ] AM

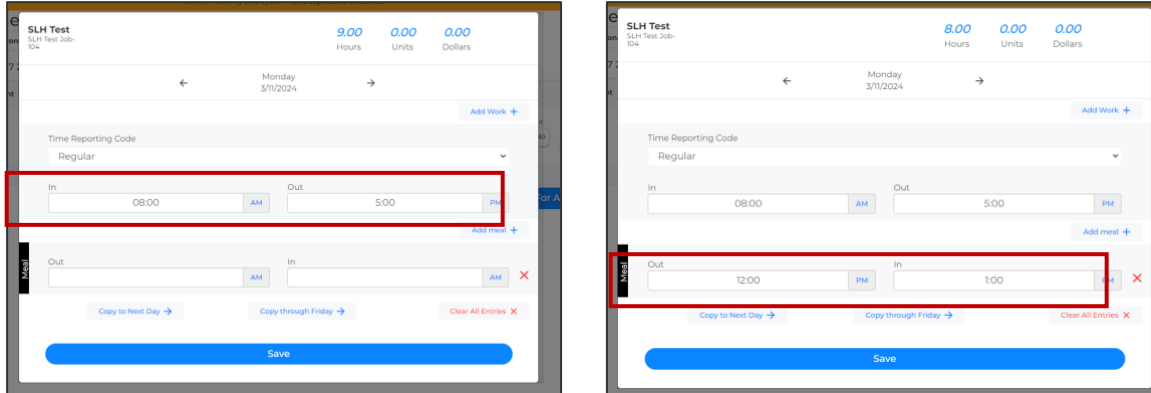
Copy to Next Day → Copy through Friday → Clear All Entries X

Save

# 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 do not see the **Add meal** option 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 beginning of your meal break as the **Out** time
- » Click **Add work** to add your second block of work. Enter the end of the meal break 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

