

BULLHORN TIME & EXPENSE INSTRUCTIONS



Congratulations on your new assignment! While on assignment, you will **use Bullhorn Time and Expense** to enter your time.

When you first access Bullhorn Time and Expense, register using the email you provided to **Populus Group**. This guide will show you how to enter your weekly time and applicable expenses.

Step-by-step Guide

Register and access your Timesheet at Bullhorn Time and Expense

1. Go to <https://sl2-www.bte.bullhornstaffing.com>

Hint: It is the letter l between s and 2 (sl2)

You can access and enter time from your phone. Open a browser and enter the URL or click a link from an email.

2. Click **Register** to create your account

Enter your email.

Create your password (must be at least 8 characters)

A screenshot of the Bullhorn web application's registration page. The page has a dark blue header with the Bullhorn logo and a navigation bar with "Register" (selected) and "Profile Settings". The main content area is titled "Register" and contains three input fields: "Enter your email address" (with a red border around the label), "Enter a password", and "re-enter your password". A red "Create your password" button is positioned to the right of the password fields. A green "Next" button is at the bottom. A link "Already have an account? Login" is at the bottom left.

3. Update **Your Profile Settings**

Complete General Settings

1. Enter your **Full First and Last Legal Name**
 - If you have a hyphenated last name, please use the full version.
2. Enter **your pin**. This is the last four digits of your SSN if provided. If not, please use 9999.

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A screenshot of the Bullhorn web application's "Your Profile Settings" page. The page has a dark blue header with the Bullhorn logo and a navigation bar with "Register" (checked) and "Profile Settings" (selected). The main content area is titled "Your Profile Settings" and contains a "General Settings" section with a gear icon and a "* Required Fields" label. There are three input fields: "first name *" with the value "Frodo", "last name *" with the value "Baggins", and "last 4 of ssn / sin or pin *" with the value "4723". A red box highlights the SSN field. To the right of the SSN field is a red button labeled "Last 4 digits of your SSN".

Contact Preferences

3. Preference defaults as Email.

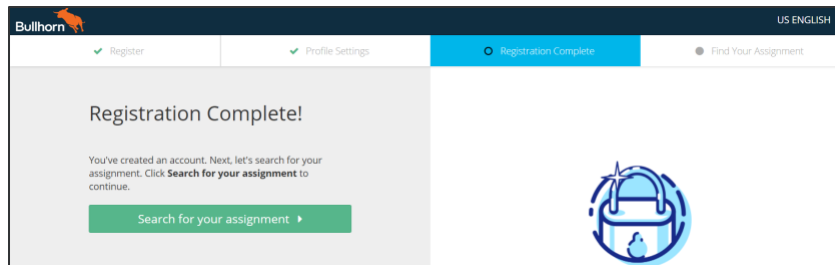
Confirm Notification Settings

4. You will receive emails when your submitted time is adjusted (rejected) or approved
5. The Time off option is not used

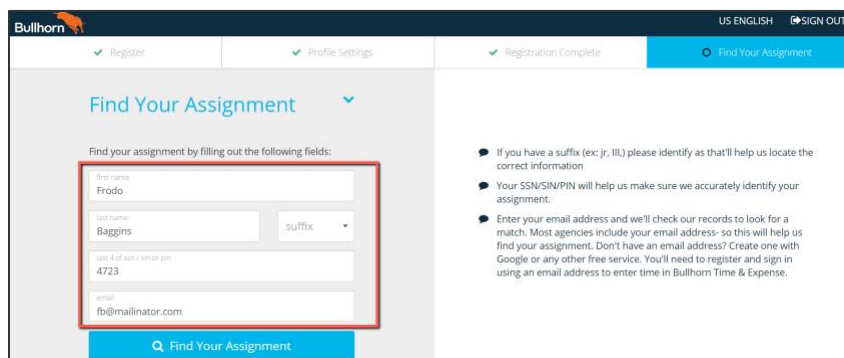
A screenshot of the Bullhorn "Notification Settings" page. The page has a dark blue header with the Bullhorn logo and a navigation bar with "Register" (checked) and "Profile Settings" (selected). The main content area is titled "Notification Settings" and contains a section for "How would you like to receive system notifications when:". There are three rows of notification preferences: "Time is adjusted", "Time is approved", and "Time off request is approved or rejected". Each row has four buttons: "None", "Email", "Text", and "Both". The "Email" button is selected for all three rows. A red box highlights the "Time off request is approved or rejected" row, with a red button labeled "The Time off option is not used." next to it.

4. Leave all the values in the **Application Settings** section the same
5. Click **Register**. Registration is complete and you can now access your timesheets.
6. Click **Search for your assignment**

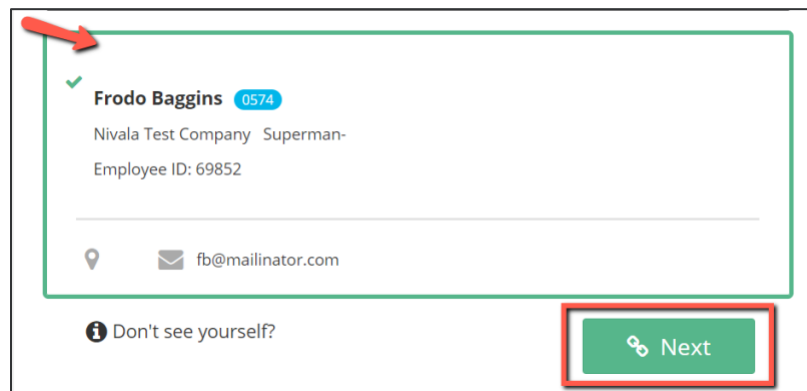
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7. The search data is pre-populated from your account. Just click **Find Your Assignment**

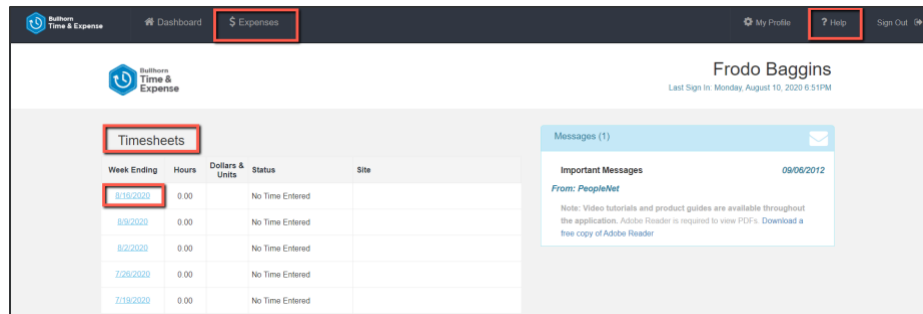


8. Your active assignments are displayed on the right of the screen. Generally, there will be only one assignment. Click the assignment (a green border appears), then click **Next**.



9. Your available **Timesheet** weeks are displayed on the Dashboard
Generally, there will be only one week available for time entry
If expenses are expected for the assignment, the **Expenses** tab is visible
Click the **Week Ending** link to enter time
For online material about entering time and learning about Bullhorn Time and Expense, click **Help**

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Entering Your Weekly Time

Enter and submit your timesheet by the last day you work in the week (typically Friday, but it may vary if you work weekends). Log into [Bullhorn Time and Expense](#) using your email and the password you created when you registered.

1. On the Dashboard, click the **Week Ending** date (link) to enter time. Typically you will see only one or two weeks available

Week Ending	Hours	Dollars & Units	Status	Site
7/12/2020	0.00		No Time Entered	

2. Click the **0.00** for the appropriate day to enter time and or expenses

Site / Assignment	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total	Worked	Saved Not Submitted
Nivala Test Company Rafting Guide-Wyatt Nivala 3802	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	Submit
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

3. The entry screen displays. For Time Reporting Code Regular, enter your In (start) and Out (end) times.
 - a. Enter the Out and In time for your break/meal
 - b. To record additional breaks, click **+Meal** and enter additional Out/In times
 - i. If you do not have the +Meal option, please find additional instructions on entering your meal breaks below.
 - c. Use **Copy to Next Day** or **Copy Through Friday** to apply what you entered to new days
 - d. Click **OK** when complete
4. Repeat these steps as necessary for the days you worked (where not copied from your initial entry)

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5. As you enter time, the **Total** is updated. When you are done entering time click **Submit** or **Submit All For Approval**.

If you have Expenses to enter, return to the **Dashboard**

Site / Assignment	Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Total	Print
Nivala Test Company Rating Guide-Wyatt Nivala 3902	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	Worked Yes
Total	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	

If you have not submitted your time, you email reminders to submit your time beginning on Fridays. These emails come from donotreply@bte.bullhornstaffing.com.

Entering Meal Breaks

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.

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Click the day to access your timecard

Site / Assignment	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Sun 3/10	Total	Comment	Worked	Saved Not Submitted
SLH Test SLH Test Job-3115	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		No	Submit
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

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 ×

Save

In this example, you worked from 8:00 – 5:00 and took your meal break from 12:00 - 1:00

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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

Entering Expenses

All expenses should be submitted weekly.

1. If your assignment allows expenses, click the Expenses tab on the Dashboard.

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- **Note:** If the Expenses tab is not available on your timesheet, but you have expenses to submit, contact PG Support.
2. Follow the on-screen instructions to upload any receipts when required and start your Expense Report.
 - After uploading receipts, ensure they are displaying correctly (Step 2 section).
 3. Once you upload receipts, or if no receipts are required, select the Week Ending Date and click Start a New Report.
 4. When you're on the Expenses tab, please ensure you are selecting the correct expense code under the drop-down selections (For Example: "EXPENSES").
 - **Note:** If you attempt to type in an expense code into the box, your timesheet will give you an error. You can only select what is available to you under the drop-down selections. If you feel you are missing a selection, please reach out to your Populus Group point of contact.

A screenshot of a web application interface for entering expenses. The form has a light blue header with the word "Expense" in a darker blue font. Below the header, there are four columns: "Date", "Expense", "Dollars", and "Description". The "Date" field contains "11/1/24" and has a calendar icon to its right. The "Expense" field is a dropdown menu with a green arrow pointing down, and the word "EXPENSES" is highlighted in yellow below it. The "Dollars" and "Description" fields are empty text boxes.