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

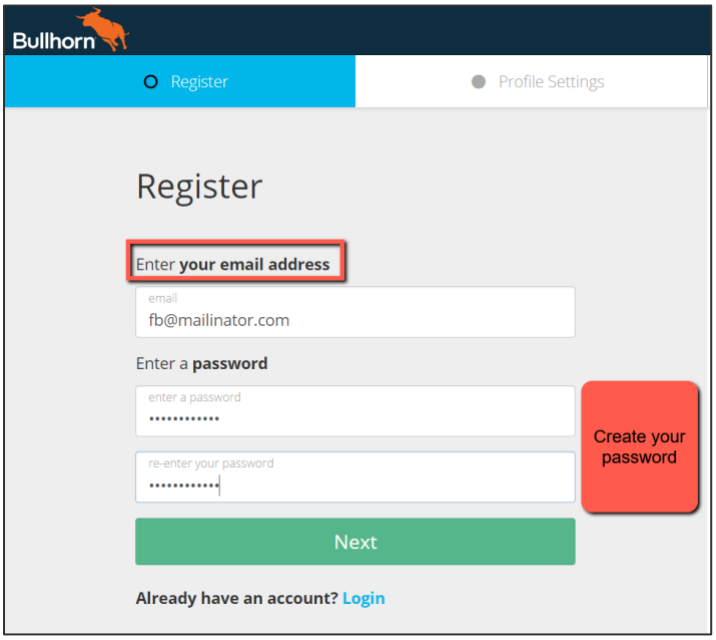
Hint: It is the letter l between s and 2 (sl2)

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)



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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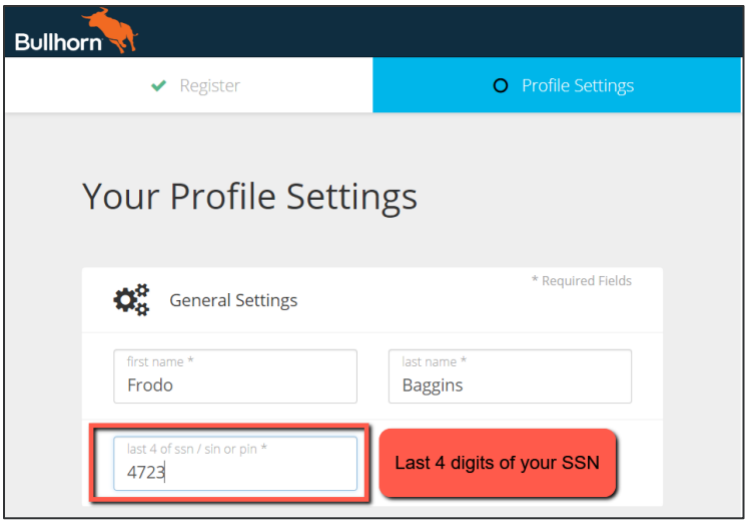
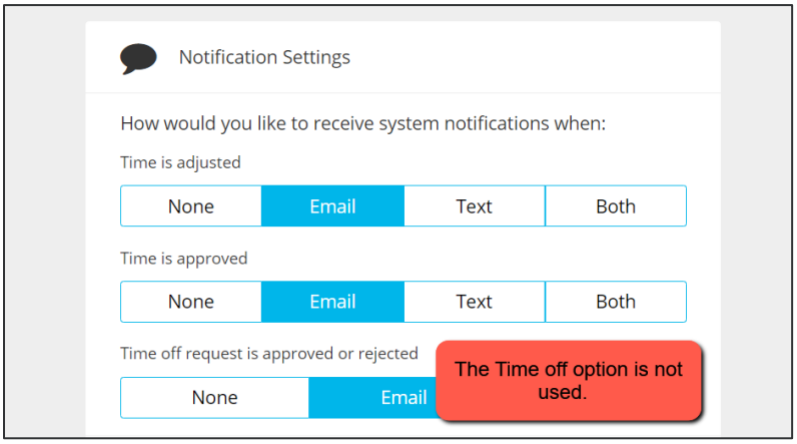


Contact Preferences

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



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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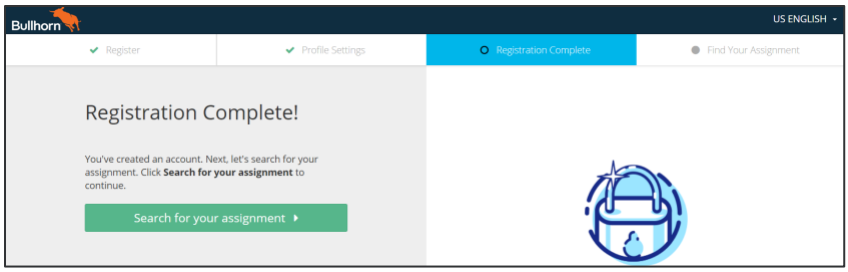
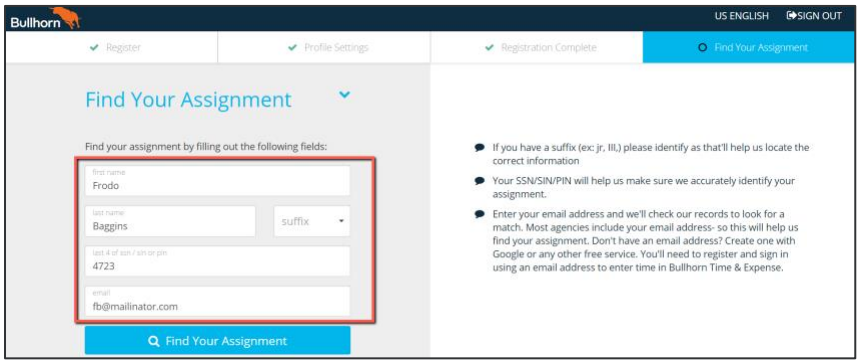
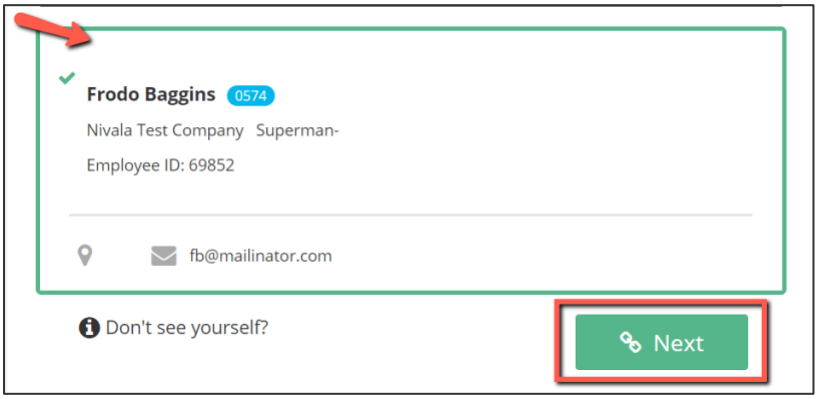


7. The search data is pre-populated from your account. Just click **Find Your Assignment**



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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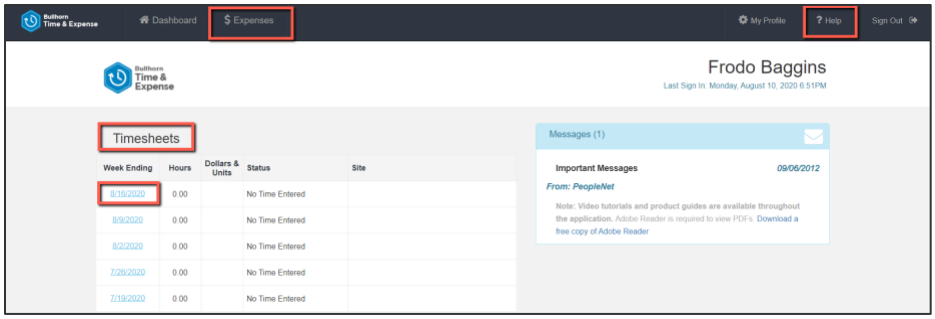
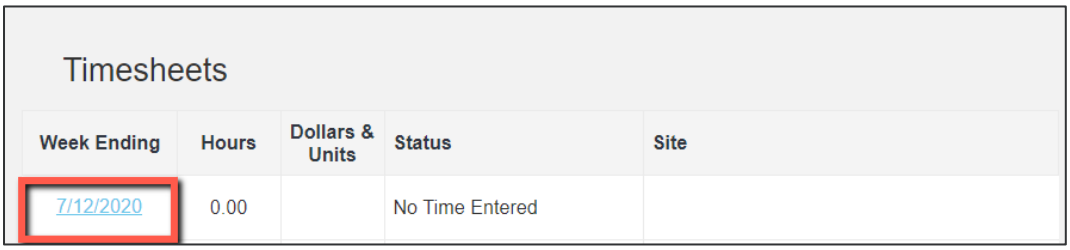


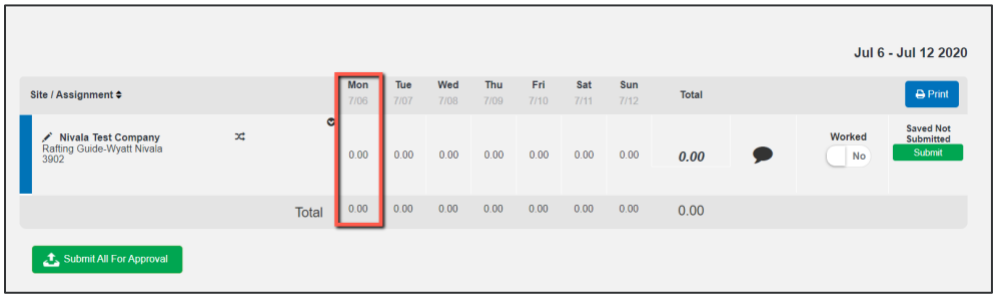
Entering Your Weekly Time

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



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



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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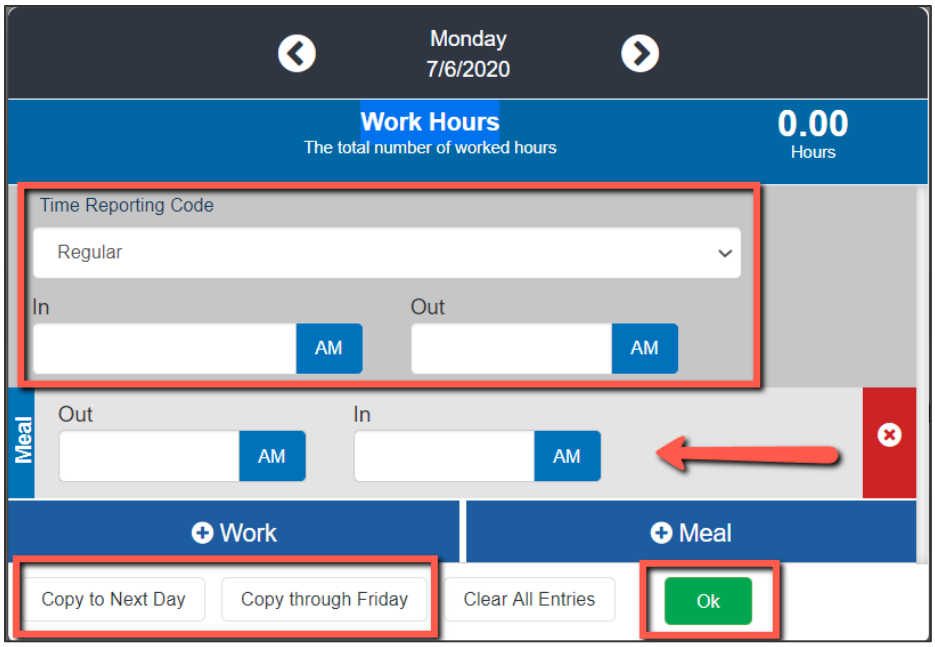


5. As you enter time, the **Total** is updated. When you are done entering time click **Submit** or **Submit All For Approval**.

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

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*.

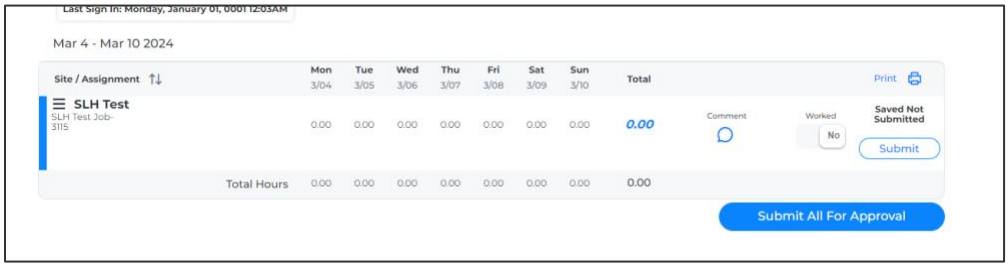
Entering Meal Breaks

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.

BULLHORN TIME & EXPENSE INSTRUCTIONS

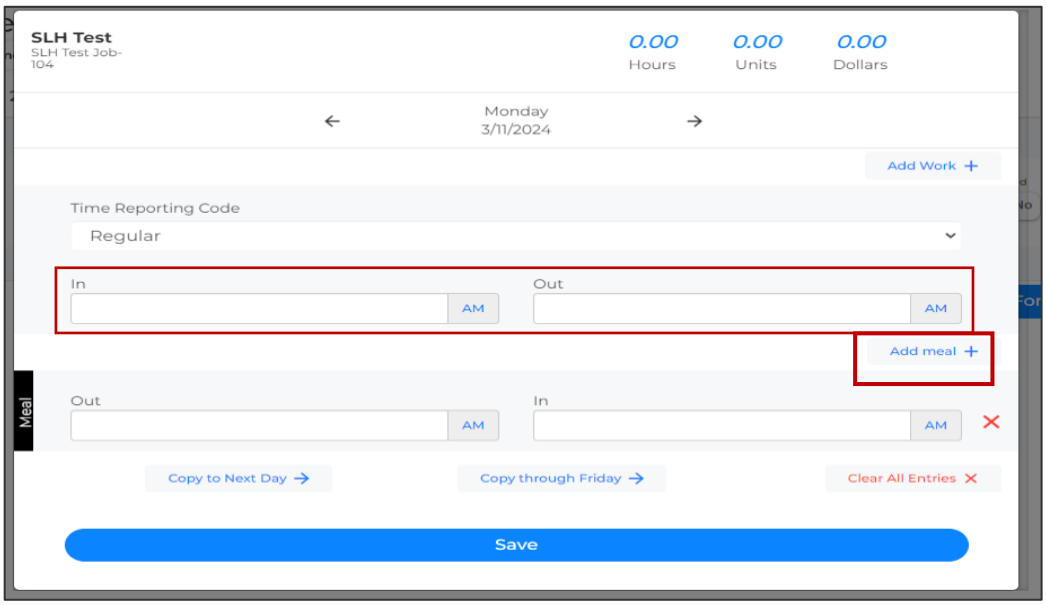
Click the day to access your timecard



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



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

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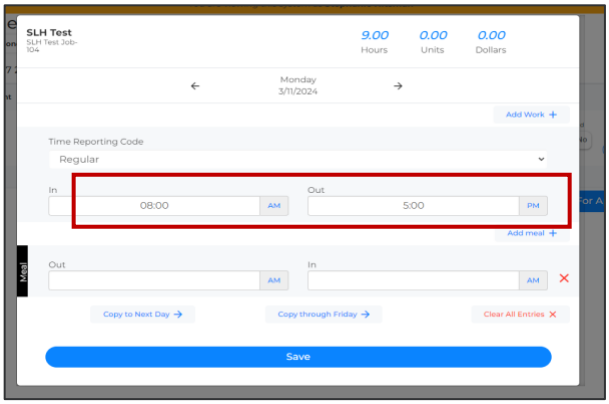
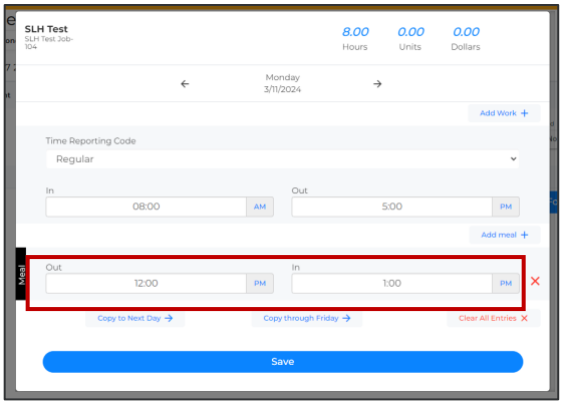


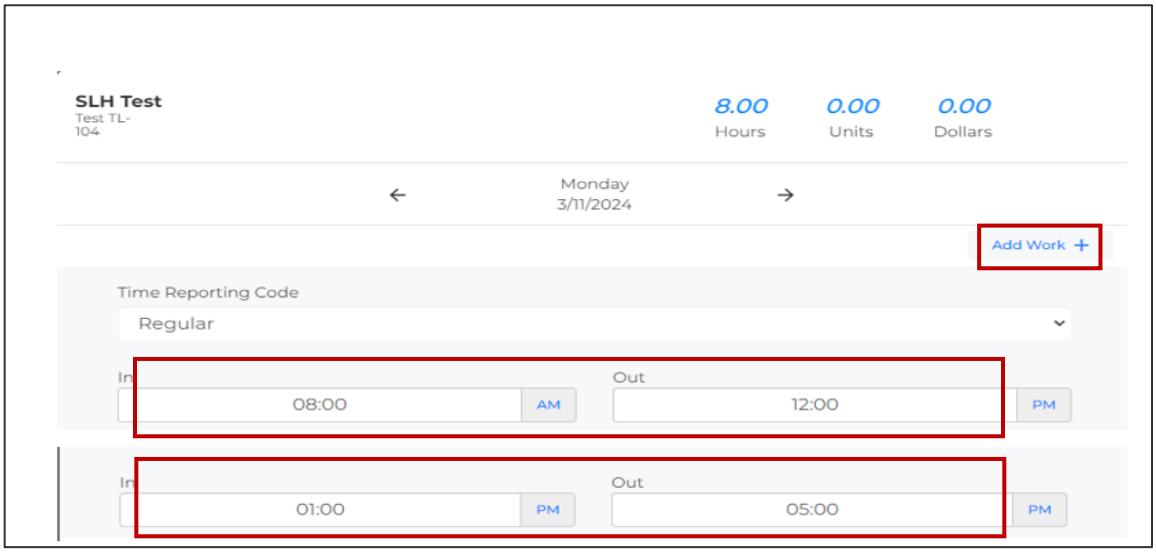


If you <u>do not see the **Add meal** option</u> on your timecard

*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

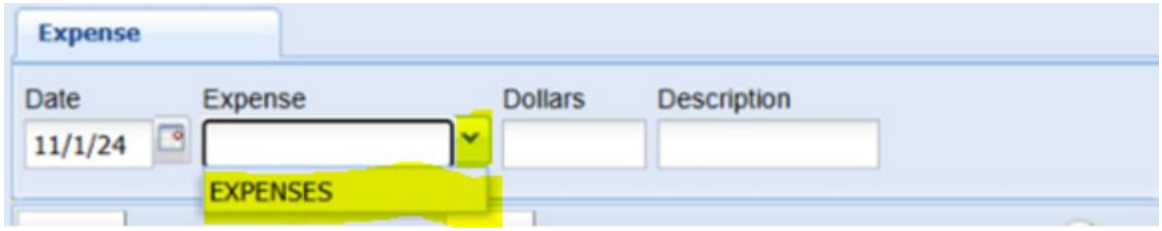
In this example, you worked from 8:00 – 12:00 and then took the break. You returned to work at 1:00 and completed the shift at 5:00



Entering Expenses

All expenses should be submitted weekly.

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

- ***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.*