



How do I enter time online?

1. If you have multiple assignments (Placement), select the name of the assignment from the drop-down at the top of the portal.

The screenshot shows the user interface for 'Fatone, Don' with the active placement set to 'admin (Bullhorn Test Company)'. The 'Timesheets' tab is selected. The main content area shows a table with columns for 'TIME PERIOD', 'TIMESHEET STATUS' (Not Created), 'TOTAL HOURS', and 'TOTAL EXPENSES'. Below this, there is a 'Days' calendar for October 2018 and a 'Create Timesheet' form. The form has three radio button options: 'Blank Timesheet' (selected), 'Copy Previous Timesheet', and 'No Hours (this will automatically approve the timesheet with no hours and cannot be undone)'. A 'Create' button is at the bottom of the form.

2. From the calendar on the left, select the week to enter time for and select how you want to create the timesheet and click the Create button.

The screenshot shows the user interface for 'Employee, Sample' with the active placement set to 'Time In/ Time Out (ACME Inc.)'. The 'Timesheets' tab is selected. The main content area shows a table with columns for 'TIME PERIOD', 'TIMESHEET STATUS' (Not Created), 'TOTAL HOURS', and 'TOTAL EXPENSES' (\$0.00). Below this, there is a 'Days' calendar for June 2016 and a 'Create Timesheet' form. The form has three radio button options: 'Blank Timesheet' (selected), 'Copy Previous Timesheet', and 'No Hours (this will automatically approve the timesheet with no hours and cannot be undone)'. A 'Create' button is at the bottom of the form, highlighted with a red box.

3. Select the day to enter time for on the left.

4. In the Time In, Time Out, and Hours Type fields, enter the details for your workday; clicking Add Block for each increment of time.

For example, if you took a lunch break, in the first Time In and Time Out fields, enter the time you both started your work day and then left for lunch. Then, click Add Block and enter the time you both started and ended your lunch. Finally, click Add Block once more to enter the remainder of your work day. You can add as many blocks of time as you would like. To delete a block of time, simply click the trash can, and confirm that you want to delete in the popup.

The screenshot displays a timesheet interface. On the left, a calendar titled "Days" shows the week of 10/21/2018 to 10/27/2018. The calendar table is as follows:

Date	Hours	Total Hours
Sun 10/21/2018	0:00	0:00
Mon 10/22/2018	8:00	8:00
Tue 10/23/2018	8:00	8:00
Wed 10/24/2018	8:00	8:00
Thu 10/25/2018	0:00	0:00
Fri 10/26/2018	0:00	0:00
Sat 10/27/2018	0:00	0:00

The right side of the interface shows the "Hours for Tue 10/23/2018" view. It features a table with columns for Time In, Time Out, Hours Type, and Notes. Two time blocks are entered:

Time In	Time Out	Hours Type	Notes
8:00 am	12:00 pm	Normal	
1:00 pm	5:00 pm	Normal	

Below the table are two buttons: "Add Block" and "Copy Previous Day".

5. Repeat steps 2-4 for each work day. Alternatively, you can also click the Copy Previous Day button if you work the same schedule each day.

6. Once finished entering hours for the week, select the Submit Timesheet button at the bottom of the page. Accept any Notifications that pop up. You can also view your timesheet by selecting the View Timesheet button.