Hire Up BBO Employee Portal Instructions

hireup.bbo.bullhornstaffing.com

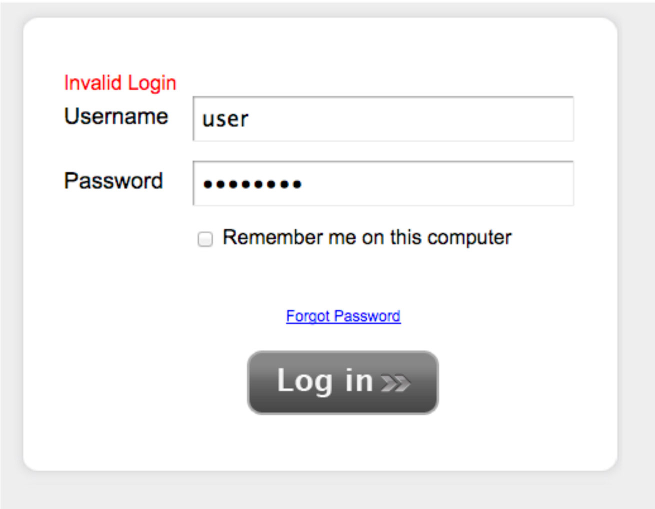
Login Credentials

When a new placement is created, employees are emailed login credentials for the web portal to submit their timecards online weekly. Hire Up's weekly pay period runs Monday – Sunday. Timecard submissions are due Mondays by noon for hours worked the previous week.

Topics

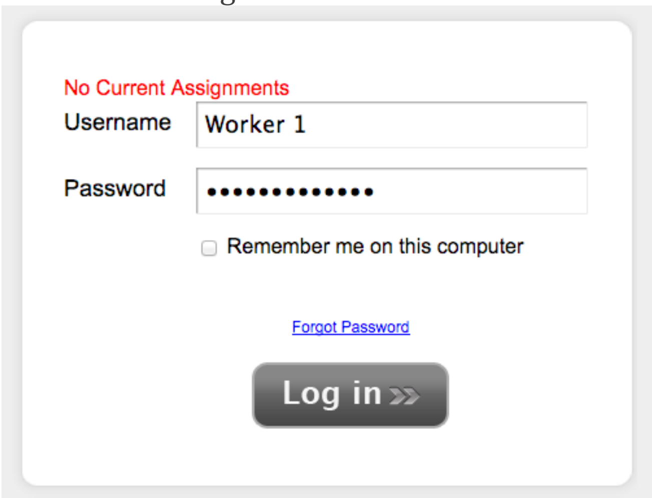
Why Can't I Log into my Account?

Invalid Login - this error message means you are entering your username or password incorrectly.



Select "Forgot Password" to have a new password sent to your email. If you still can't log in with the new password call your staffing company to make sure you are using the correct username.

No Current Assignments - if you do not have an active assignment in the system, you will not be able to log in.

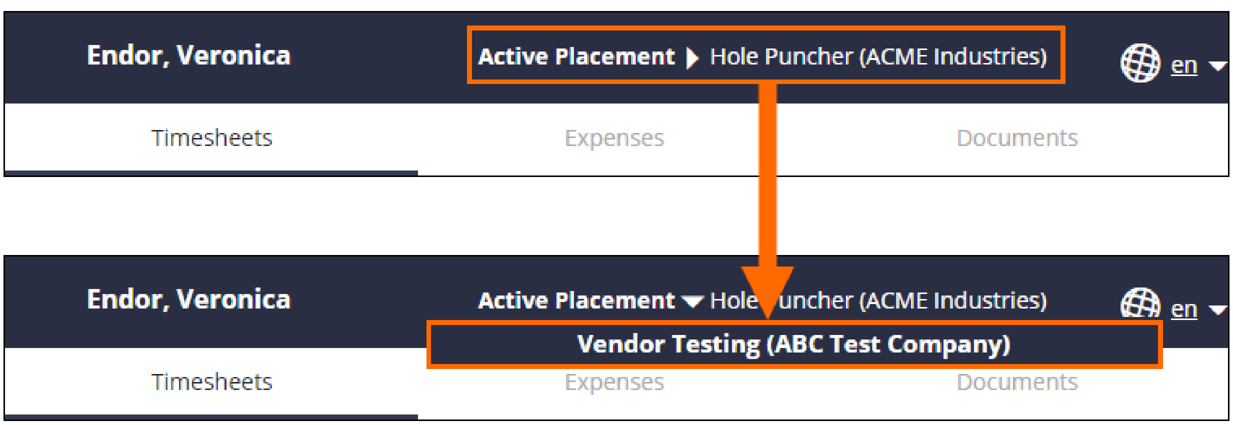


If you believe this is an error, contact your local Hire Up branch and have them double check your Assignment End Date.

How Do I Edit/Submit Time for Multiple Placements?

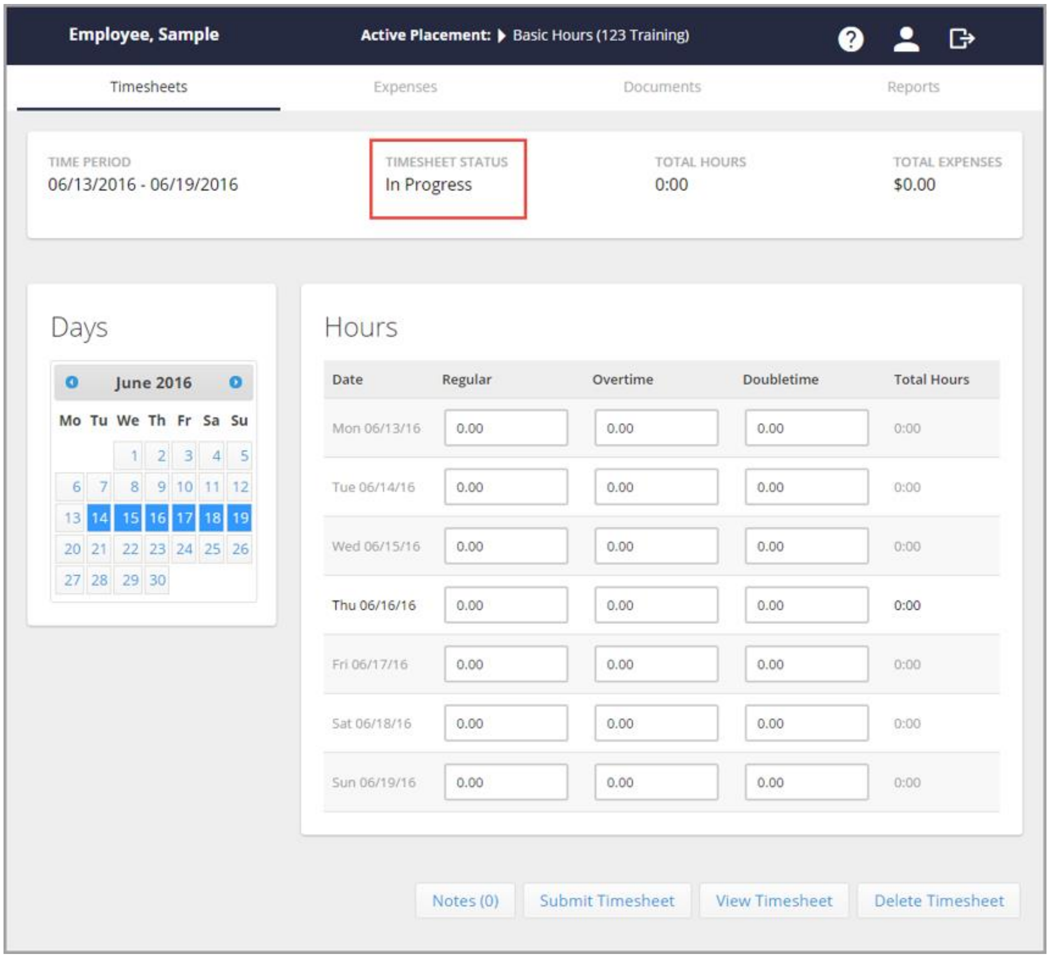
If you have been placed on multiple assignments, upon logging into your employee portal, you are prompted to select the Timesheet that you will initially be entering time for. At any point while in the application, you can move between multiple assignments and Timesheets by selecting the assignment from the drop-down at the top of the page in the *Information Bar*.

- Placements are ordered on the list by start date with the most recent placement appearing at the bottom of the list.
- Your total hours worked will be counted from all concurrent timesheets.



How Do I View My Current Timesheet Status?

You can always view your timesheet status at the top of your employee portal.



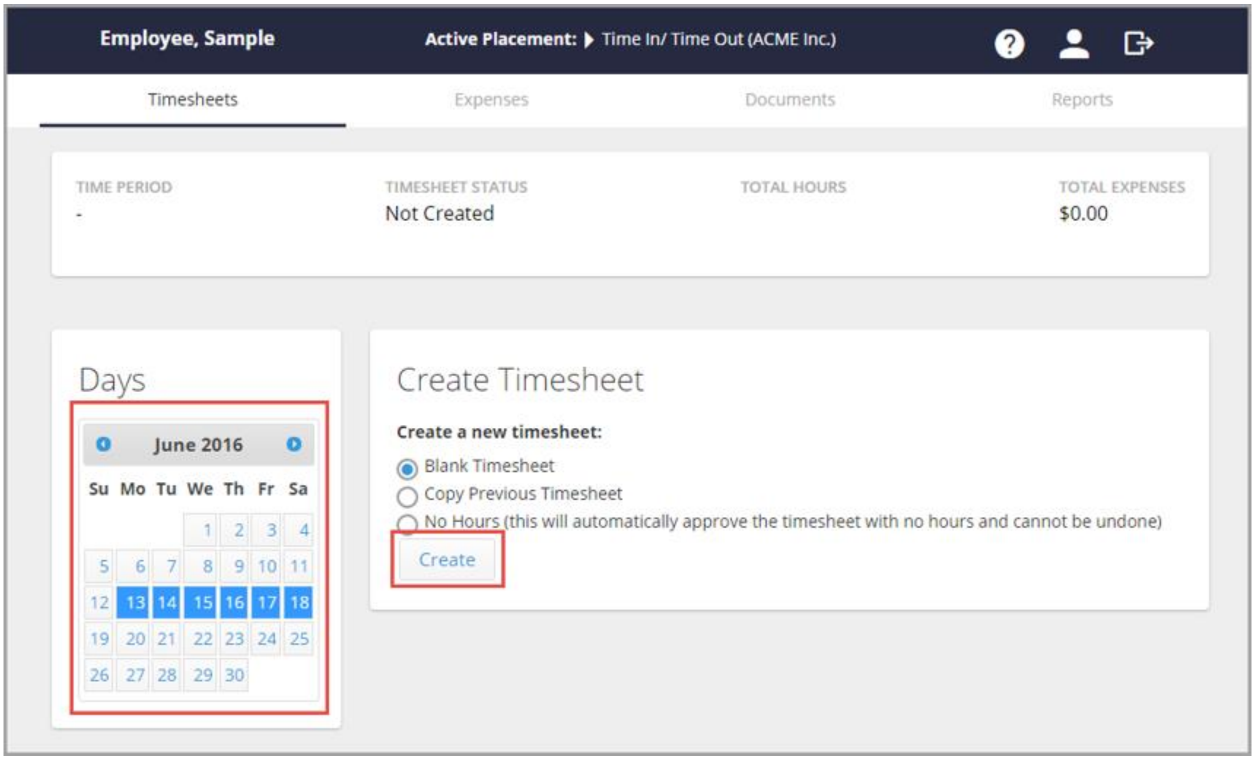
Overview of Time Entry Methods

When creating a timesheet, you have the following options:

- **Blank Timesheet -** will create a standard timesheet that is not prepopulated.
- **Copy Previous Timesheet -** will replicate the last timesheet that is available in the system from you.
- **40 Hour Worked Timesheet -** will populate 8 hours per day Monday through Friday.
- **No Hours -** will notify the Administrator that you had no hours that week.

How Do I Enter Time Via the "Time In/Time Out" Method?

If you have multiple assignments, select the name of the assignment from the drop-down at the top of the portal.
From the calendar on the left, select the week to enter time for.
Select how you want to create the timesheet and select the **Create** button.

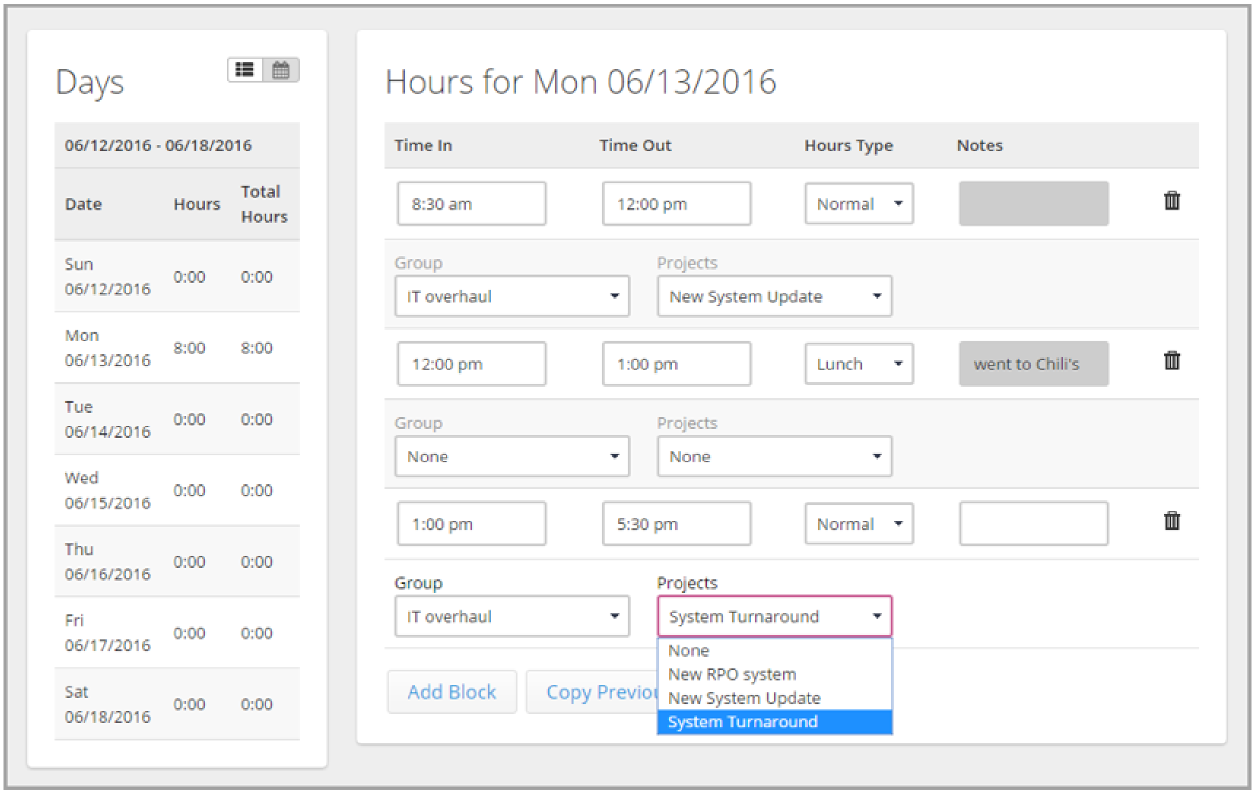


Select the day to enter time for on the left.
In the *Time In*, *Time Out*, and *Hours Type* fields, enter the details for your workday; select **Add Block** for each increment of time.

- **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, select **Add Block** and enter the time you both started and ended your lunch. Finally, pick **Add Block** once more to enter the remainder of your workday.
- You can add as many blocks of time as you would like. To delete a block of time, simply select the **trash can**, and confirm that you want to delete in the popup.

If necessary, add any notes regarding the workday in the *Notes* field and select your *Group* and *Project*.

- Depending on how your firm requires you to enter time, you may only have normal as an option for the hours type dropdown.
- There will be other options if you are required to account for sick time (PSL), break time, meal time, or other paid and non-paid time off.
- If you are working on specific Projects, you will have additional options here as well. If you are not, you will only see the word None.



Repeat steps 2-6 for each workday. Alternatively, you can also select **Copy Previous Day** if you work the same schedule each day.

Once finished entering hours for the week, select **Submit Timesheet** at the bottom of the page.

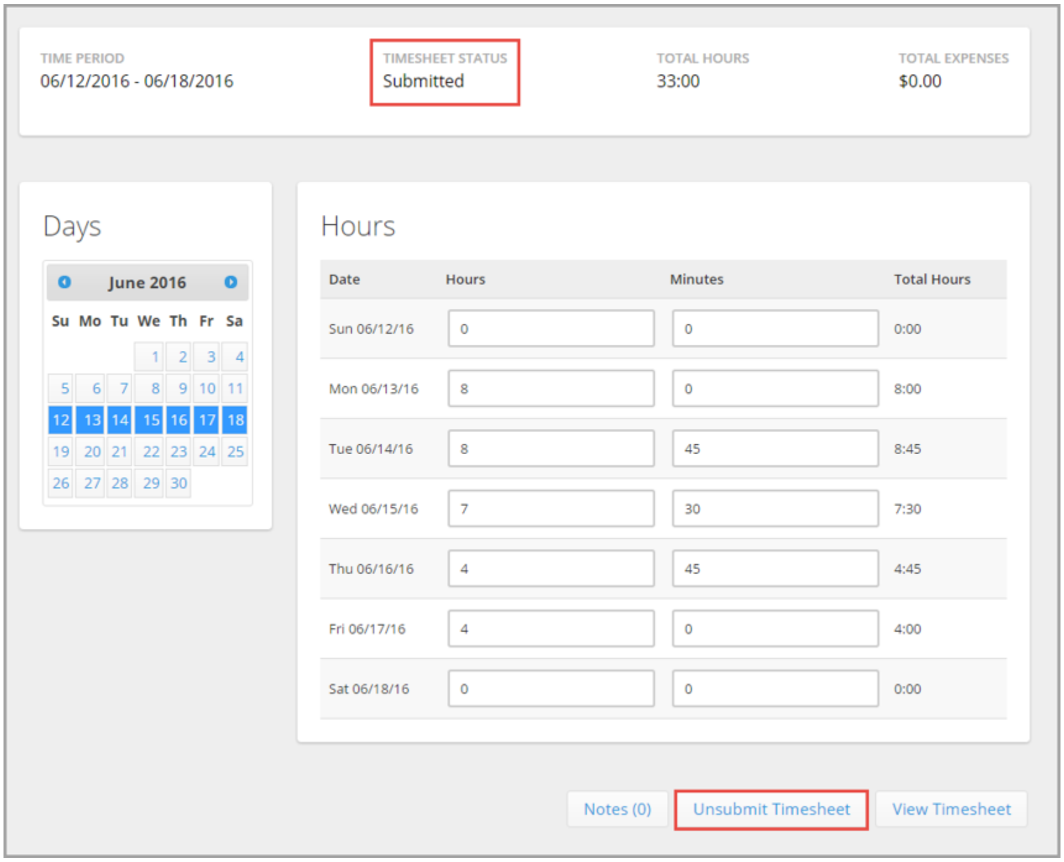
- Accept any Notifications that pop up.
- You can also view your timesheet by selecting the View Timesheet button.

How Do I Un-submit a Timesheet?

On the calendar view, select the payroll period for the timesheet that you wish to un-submit.

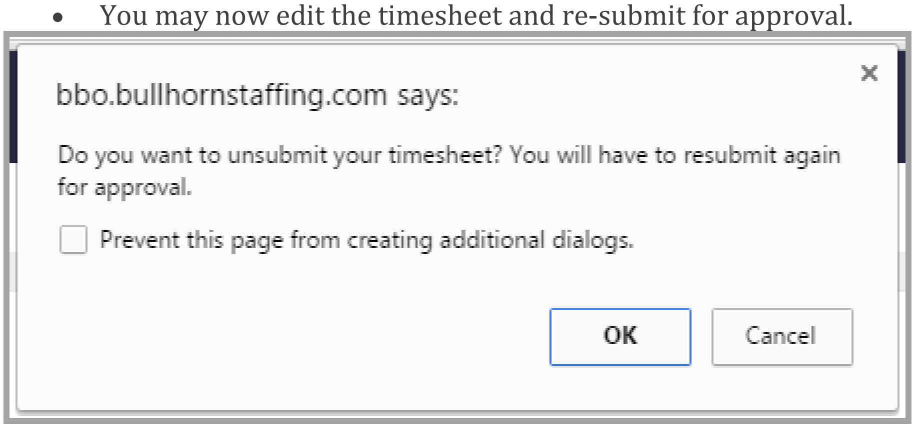
- Notice that the timesheet status will say "Submitted" at the top of the page.

Select the **Un-submit** button at the bottom of the page.



Select **OK** to confirm the un-submittal.

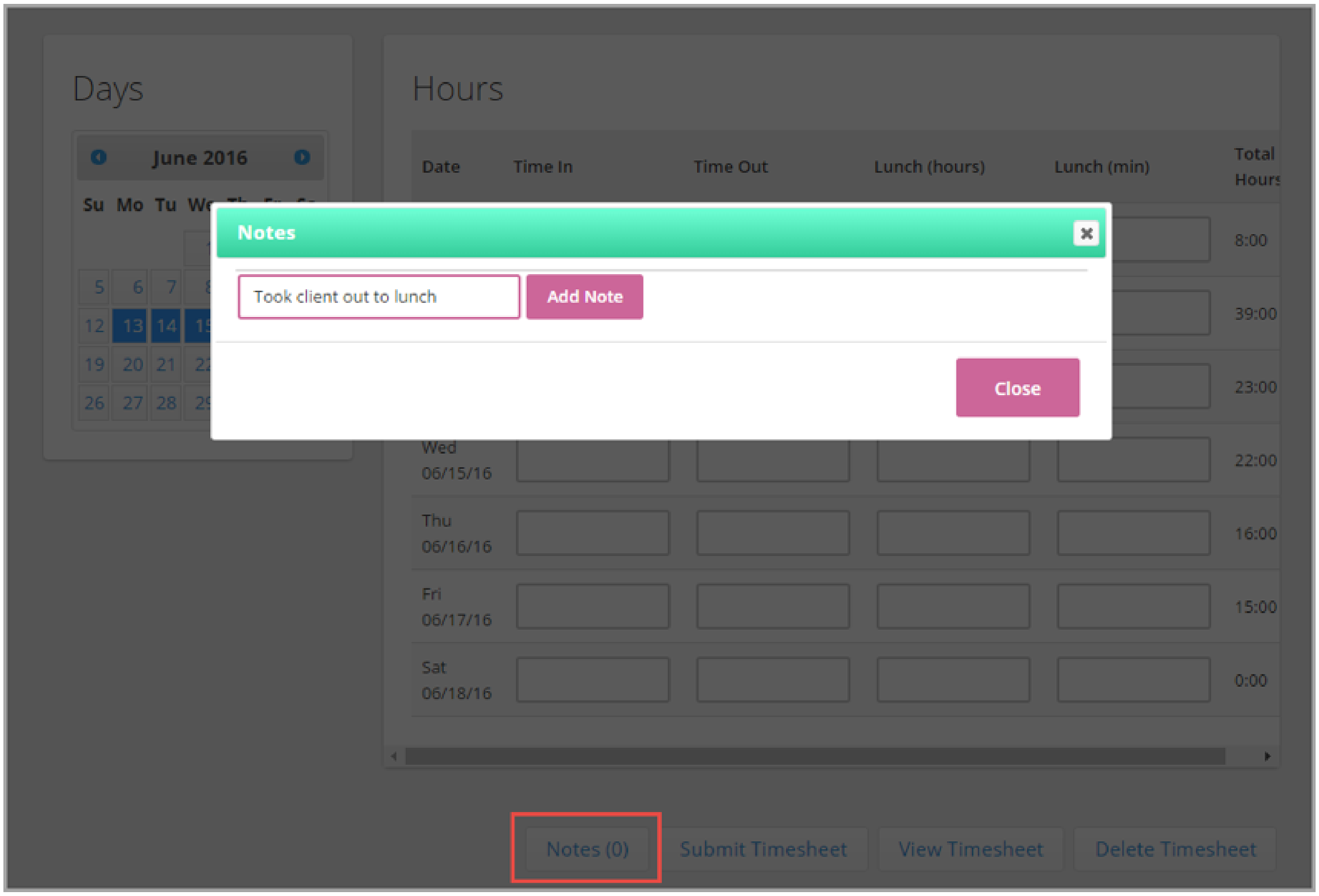
- You may now edit the timesheet and re-submit for approval.



How Do I Enter Timesheet Notes?

Select the calendar icon and then any day within the desired Timesheet period.
Some timesheet types give you the ability to enter notes for individual time blocks, while others only allow overall timesheet notes. To add an overall timesheet note, simply click the Note(s) button and type your note in the pop up and then click Add Note on the popup to finish.

- This note will apply to your entire timesheet.

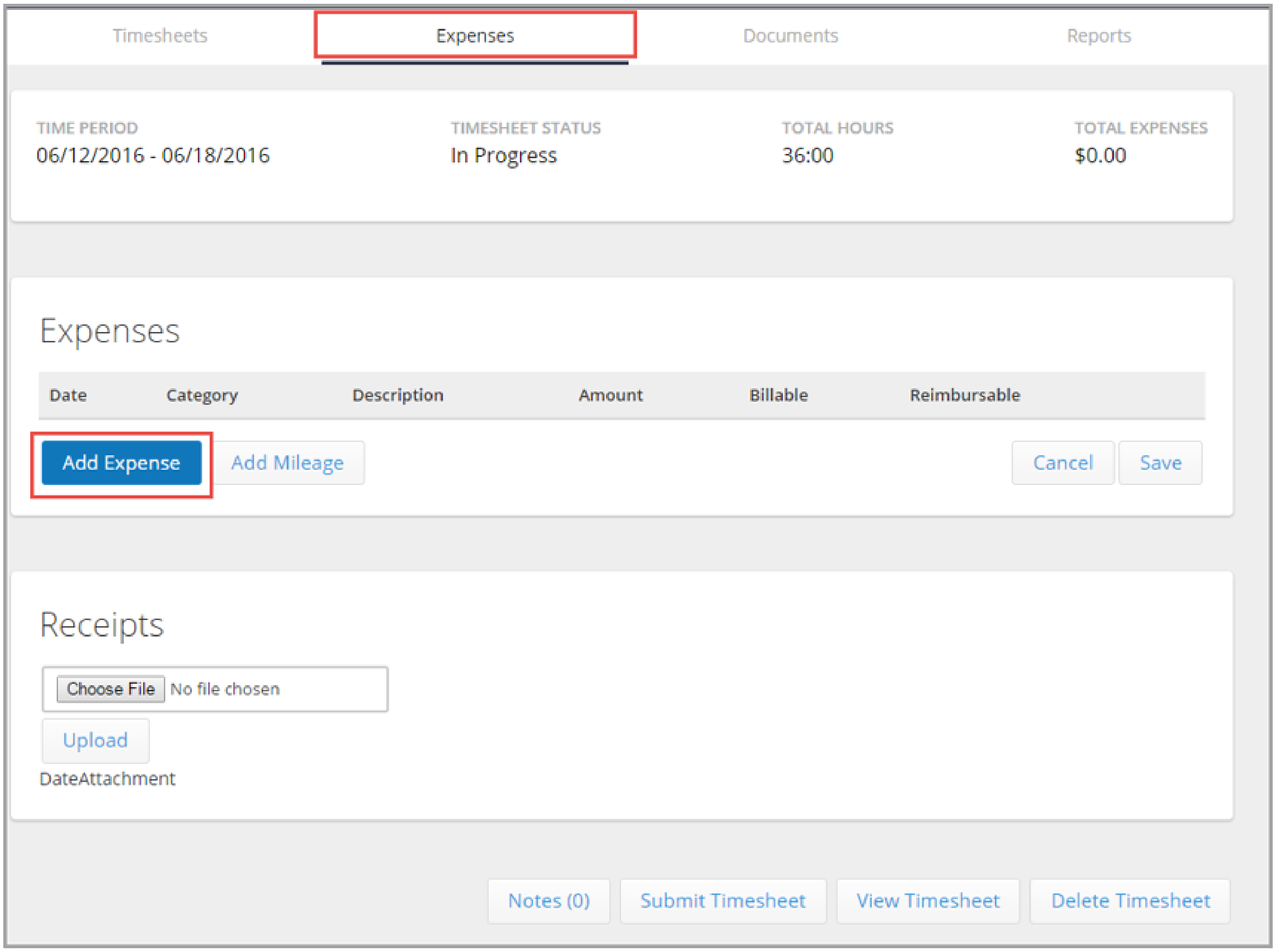


How Do I Enter Expenses?

In your Employee Portal, select the **Expenses** tab.

- If your Timesheet status is "Not Created" you must Create a Timesheet so Expenses can be entered.

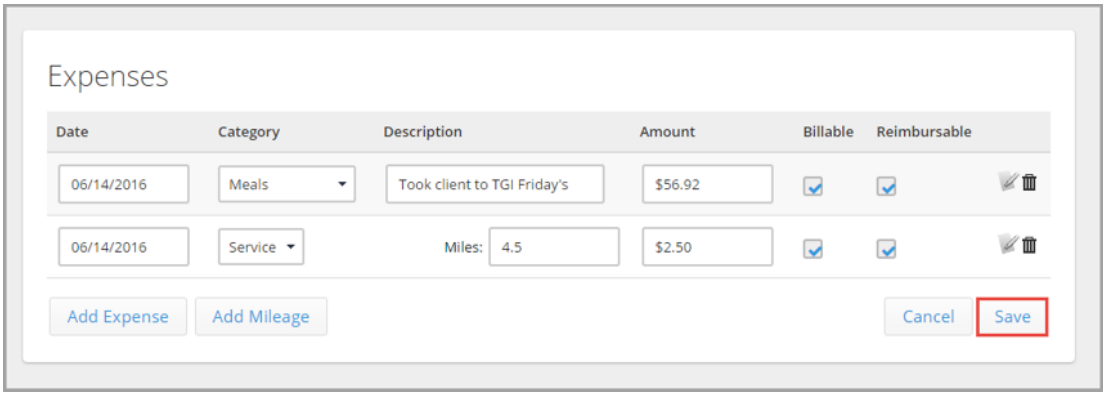
Select **Add Expense**.



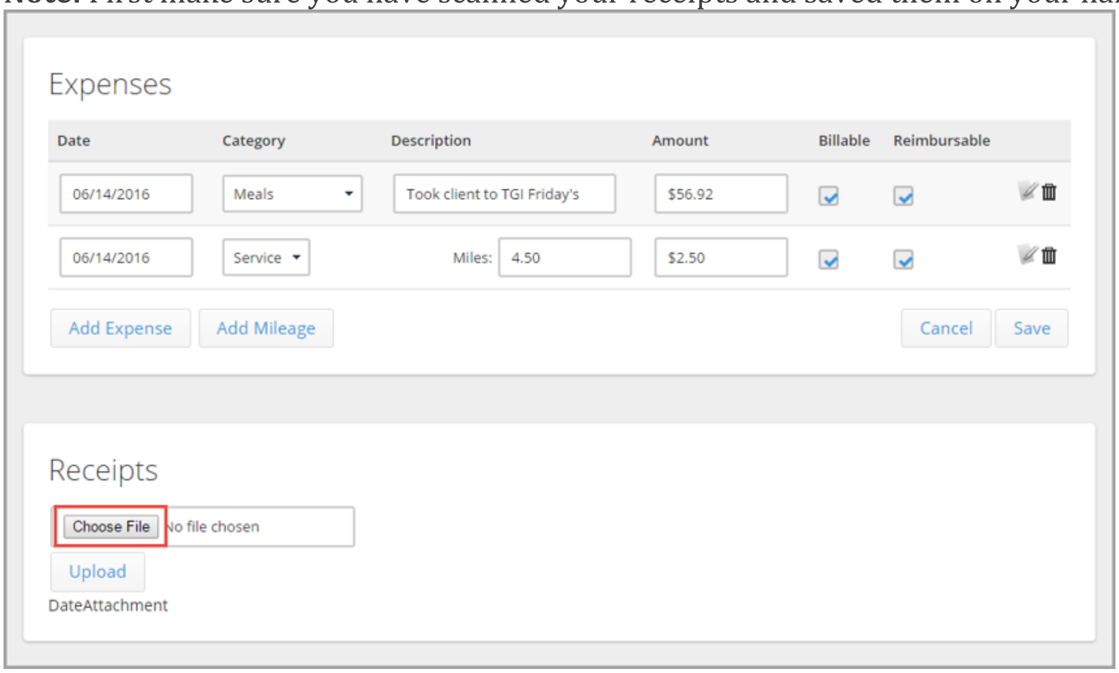
Add the details of the expense:

- Select the date of transaction
- Select the category of expense (e.g., meal, lodging)
- Enter a description
- Enter the monetary amount to be expensed
- Select if the expense is billable and/or reimbursable
- If necessary, select the **Add Mileage** and complete the requested information.
- If you wish to add a note to the individual expense, select the **"Pen and Paper"** icon on the left. This icon will turn gold once a note has been saved.
- If you wish to delete the individual line item expense, select the **"Trash Can"** icon to delete the line.

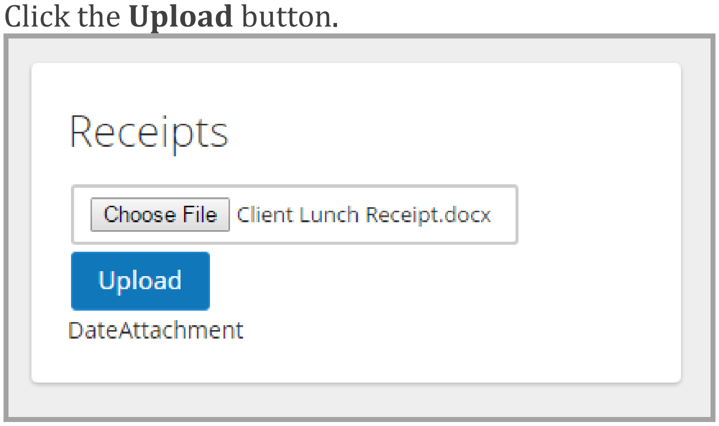
Click **Save**.



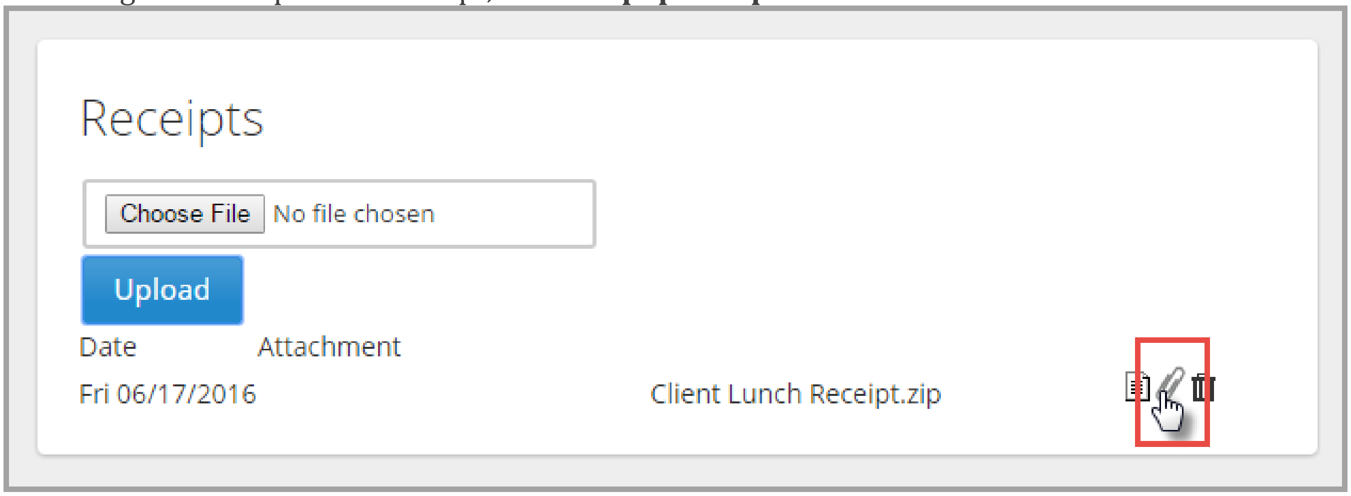
To attach a receipt, in the Receipts section, click the **Choose File** button.
Note: First make sure you have scanned your receipts and saved them on your hard drive.



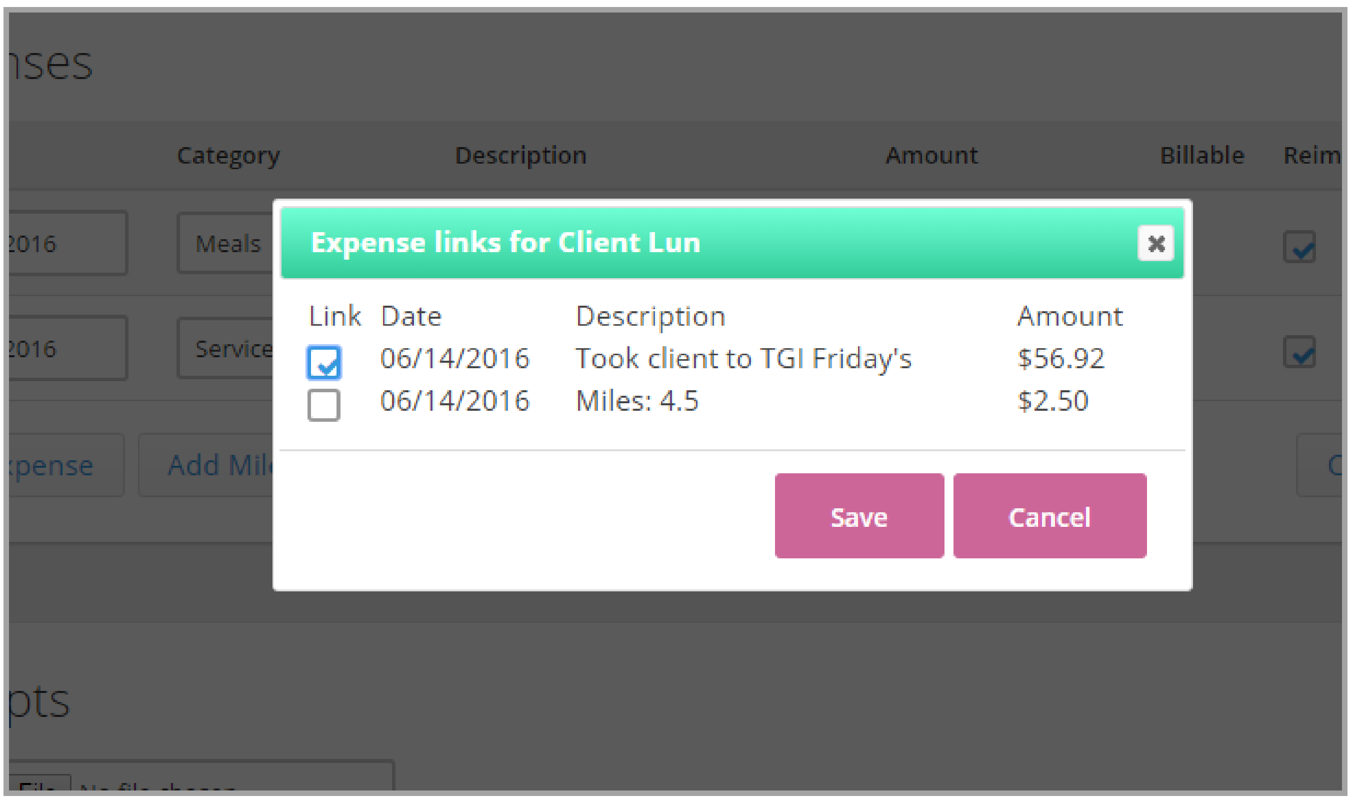
Locate your receipt on your desktop and click **Open**.
Click the **Upload** button.



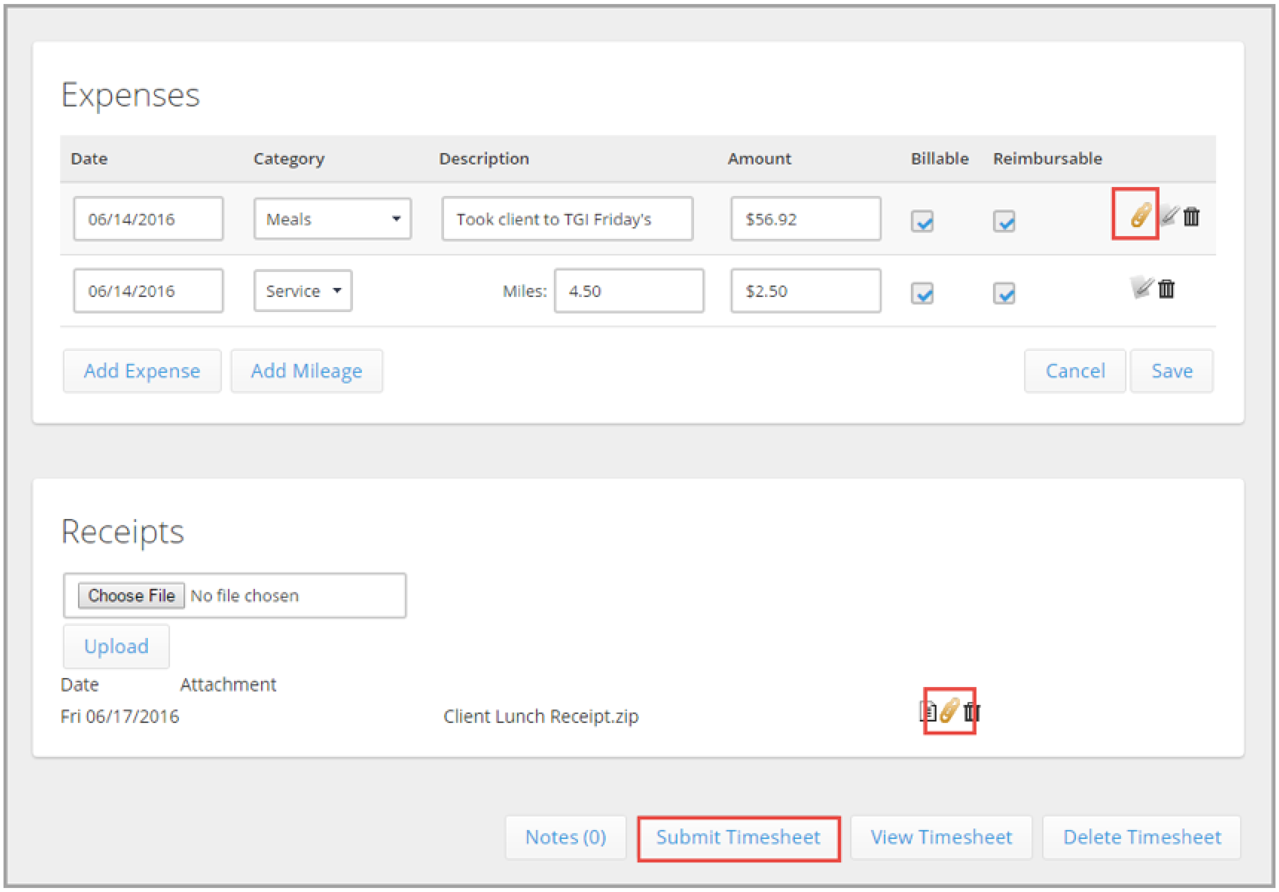
Click **OK** twice to confirm that the file uploaded and that you can now attach to an expense.
To the right of the uploaded receipt, click the **paper clip** icon.



Select the check box to the left of the expense to link the receipt to and click **Save**.



Once attached, the paperclip image will turn gold. Only select **Submit Timesheet** if you are ready to send your entire timesheet, along with your expenses, to your manager.



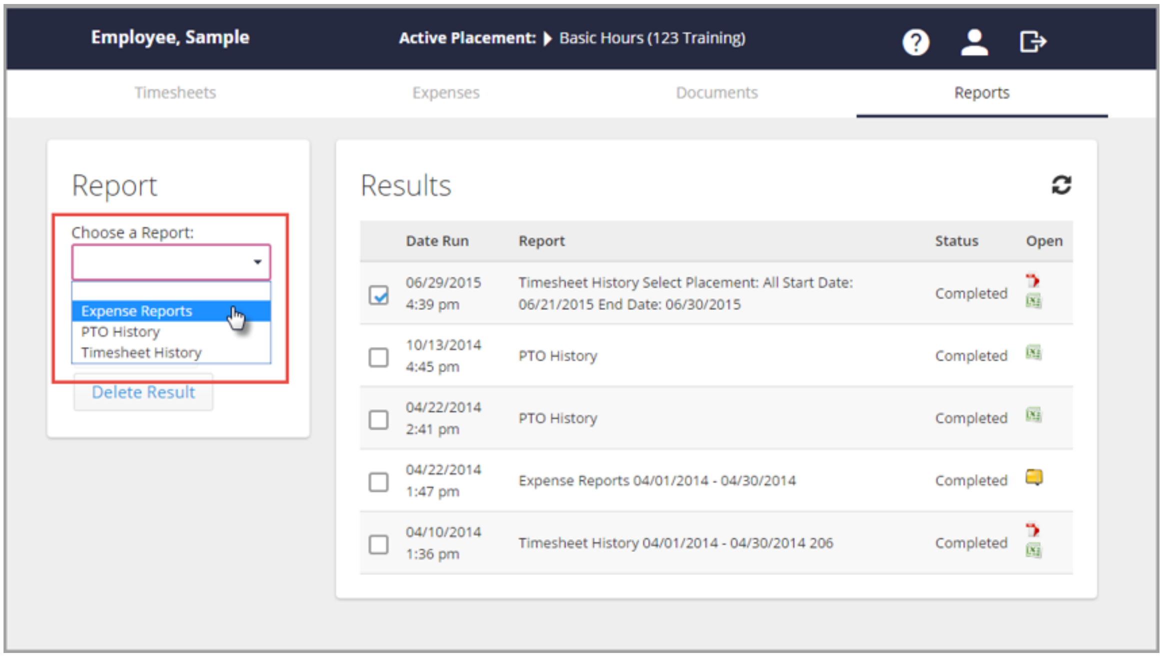
How Do I Print My Expense Reports?

Overview

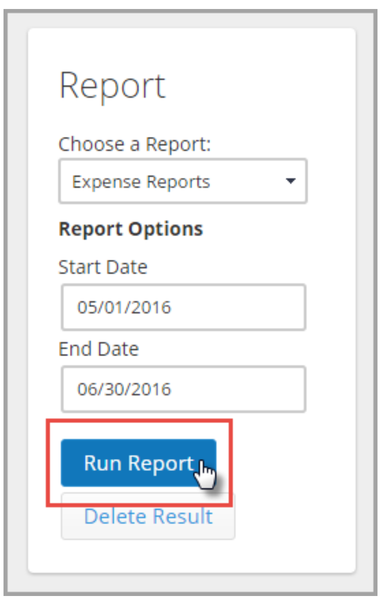
This article walks you through how to run an expense report.

Steps

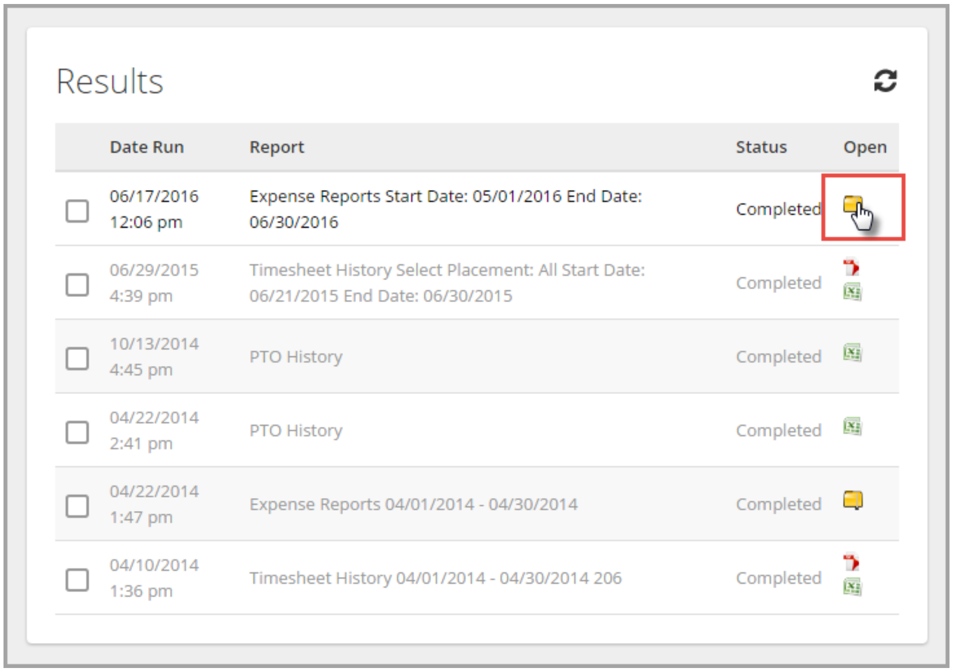
1. Select the **Reports** tab and choose **Expense Report** from the dropdown on the left.



2. Select the report date ranges and click **Run Report**.



3. Once the report has finished running (the status will be Completed) click the file icon under the *Open* column to download it.



Results

	Date Run	Report	Status	Open
	06/17/2016 12:06 pm	Expense Reports Start Date: 05/01/2016 End Date: 06/30/2016	Completed	
	06/29/2015 4:39 pm	Timesheet History Select Placement: All Start Date: 06/21/2015 End Date: 06/30/2015	Completed	
	10/13/2014 4:45 pm	PTO History	Completed	
	04/22/2014 2:41 pm	PTO History	Completed	
	04/22/2014 1:47 pm	Expense Reports 04/01/2014 - 04/30/2014	Completed	
	04/10/2014 1:36 pm	Timesheet History 04/01/2014 - 04/30/2014 206	Completed	

4. Located the report in your *Downloads* folder and open it to print.
    - It will be saved as a PDF file within a zip folder.