

HIRE UP BBO EMPLOYEE PORTAL INSTRUCTIONS

hireup.bbo.bullhornstaffing.com

LOGIN CREDENTIALS

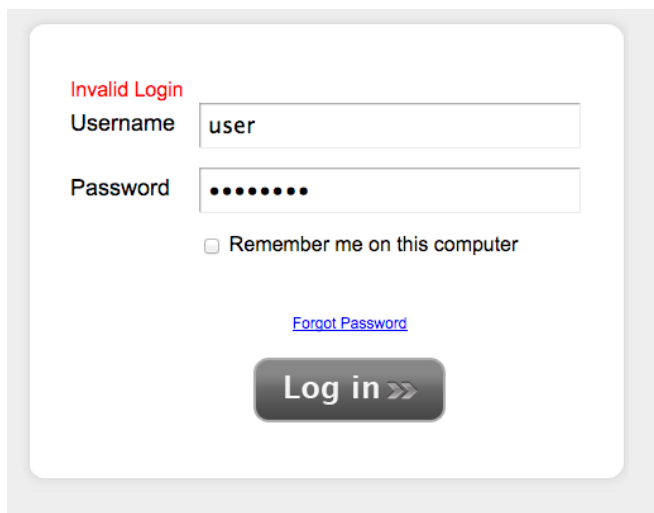
When a new placement is created, employees are emailed login credentials for the web portal to submit their timecards online weekly. Hire Up's weekly pay period runs Monday – Sunday. Timecard submissions are due Mondays by noon for hours worked the previous week.

TOPICS

- Why Can't I Log into My Account?
- How Do I Edit/Submit Time for Multiple Placements?
- How Do I View My Current Timesheet Status?
- Overview of Time Entry Methods
- How Do I Enter Time Via The "Time In/Time Out - Simple" Method?
- How Do I Un-submit a Timesheet?
- How Do I Enter Timesheet Notes?
- How Do I Enter Expenses?
- How Do I Print My Expense Reports?

WHY CAN'T I LOG INTO MY ACCOUNT?

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



The screenshot shows a login form with the following elements:

- A red error message: "Invalid Login"
- A "Username" field containing the text "user"
- A "Password" field containing seven black dots
- A checkbox labeled "Remember me on this computer" which is currently unchecked
- A blue link labeled "Forgot Password"
- A dark grey button with the text "Log in >>"

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.

The screenshot shows a login interface with the following elements:

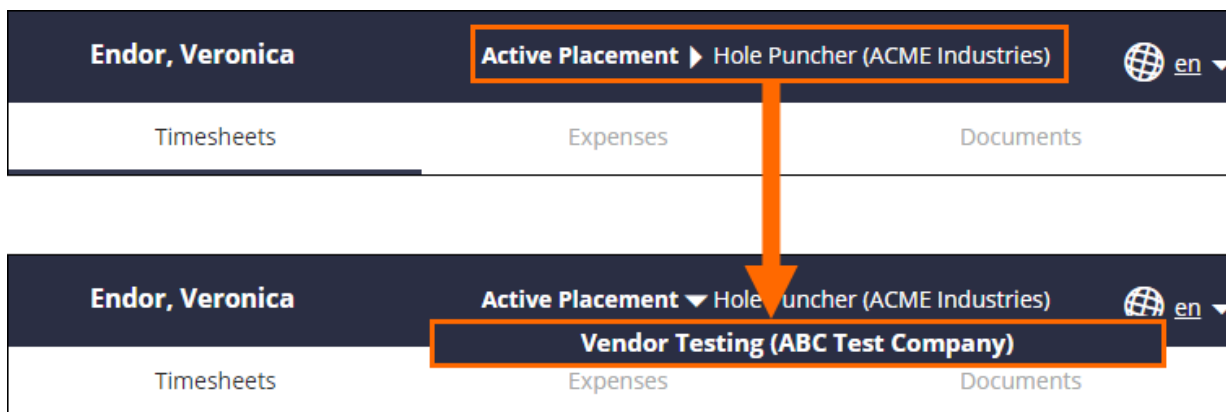
- Message: **No Current Assignments** (in red text)
- Username field: **Worker 1**
- Password field: masked with 12 dots
- Remember me checkbox: Remember me on this computer
- Forgot Password link: [Forgot Password](#)
- Log in button: **Log in >>**

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.

Employee, Sample Active Placement: ▶ Basic Hours (123 Training) ? 👤 ➔

Timesheets Expenses Documents Reports

TIME PERIOD: 06/13/2016 - 06/19/2016 **TIMESHEET STATUS: In Progress** TOTAL HOURS: 0:00 TOTAL EXPENSES: \$0.00

Days

June 2016

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Hours

Date	Regular	Overtime	Doubletime	Total Hours
Mon 06/13/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00
Tue 06/14/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00
Wed 06/15/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00
Thu 06/16/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00
Fri 06/17/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00
Sat 06/18/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00
Sun 06/19/16	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0:00

Notes (0) Submit Timesheet View Timesheet Delete Timesheet

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.

Employee, Sample Active Placement: ▶ Time In/ Time Out (ACME Inc.)

Timesheets Expenses Documents Reports

TIME PERIOD	TIMESHEET STATUS	TOTAL HOURS	TOTAL EXPENSES
-	Not Created		\$0.00

Days

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Create Timesheet

Create a new timesheet:

- Blank Timesheet
- Copy Previous Timesheet
- No Hours (this will automatically approve the timesheet with no hours and cannot be undone)

Create

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.

Days

06/12/2016 - 06/18/2016		
Date	Hours	Total Hours
Sun 06/12/2016	0:00	0:00
Mon 06/13/2016	8:00	8:00
Tue 06/14/2016	0:00	0:00
Wed 06/15/2016	0:00	0:00
Thu 06/16/2016	0:00	0:00
Fri 06/17/2016	0:00	0:00
Sat 06/18/2016	0:00	0:00

Hours for Mon 06/13/2016

Time In	Time Out	Hours Type	Notes
8:30 am	12:00 pm	Normal	
Group: IT overhaul Projects: New System Update			
12:00 pm	1:00 pm	Lunch	went to Chili's
Group: None Projects: None			
1:00 pm	5:30 pm	Normal	
Group: IT overhaul Projects: System Turnaround			

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.

The screenshot shows a web interface for submitting a timesheet. At the top, there is a summary bar with the following information:

TIME PERIOD	TIMESHEET STATUS	TOTAL HOURS	TOTAL EXPENSES
06/12/2016 - 06/18/2016	Submitted	33:00	\$0.00

Below the summary bar, there are two main sections: "Days" and "Hours".

The "Days" section shows a calendar for June 2016. The dates 12, 13, 14, 15, 16, 17, and 18 are highlighted in blue, indicating the selected payroll period.

The "Hours" section is a table with columns for Date, Hours, Minutes, and Total Hours. The data is as follows:

Date	Hours	Minutes	Total Hours
Sun 06/12/16	0	0	0:00
Mon 06/13/16	8	0	8:00
Tue 06/14/16	8	45	8:45
Wed 06/15/16	7	30	7:30
Thu 06/16/16	4	45	4:45
Fri 06/17/16	4	0	4:00
Sat 06/18/16	0	0	0:00

At the bottom of the interface, there are three buttons: "Notes (0)", "Unsubmit Timesheet" (highlighted with a red box), and "View Timesheet".

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

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

The screenshot shows a confirmation dialog box with the following text:

bbo.bullhornstaffing.com says:

Do you want to unsubmit your timesheet? You will have to resubmit again for approval.

Prevent this page from creating additional dialogs.

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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.

The screenshot displays a timesheet interface. On the left, there is a calendar for June 2016. On the right, there is a table with the following columns: Date, Time In, Time Out, Lunch (hours), Lunch (min), and Total Hours. The table rows correspond to the days of the week from Wednesday, 06/15/16, to Saturday, 06/18/16. A 'Notes' popup dialog is open in the center, featuring a green header with a close button (X), a text input field containing 'Took client out to lunch', an 'Add Note' button, and a 'Close' button. At the bottom of the interface, there are four buttons: 'Notes (0)', 'Submit Timesheet', 'View Timesheet', and 'Delete Timesheet'. The 'Notes (0)' button is highlighted with a red rectangle.

Date	Time In	Time Out	Lunch (hours)	Lunch (min)	Total Hours
Wed 06/15/16					8:00
Thu 06/16/16					39:00
Fri 06/17/16					23:00
Sat 06/18/16					22:00

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**.

The screenshot shows the 'Expenses' tab selected in the Employee Portal. At the top, there are four tabs: 'Timesheets', 'Expenses' (highlighted with a red box), 'Documents', and 'Reports'. Below the tabs is a summary box with the following information:

TIME PERIOD	TIMESHEET STATUS	TOTAL HOURS	TOTAL EXPENSES
06/12/2016 - 06/18/2016	In Progress	36:00	\$0.00

Below the summary box is the 'Expenses' section, which contains a table with the following columns: Date, Category, Description, Amount, Billable, and Reimbursable. Below the table are two buttons: 'Add Expense' (highlighted with a red box) and 'Add Mileage'. To the right of these buttons are 'Cancel' and 'Save' buttons.

Below the 'Expenses' section is the 'Receipts' section, which contains a 'Choose File' button (with 'No file chosen' text) and an 'Upload' button. Below the 'Upload' button is the text 'DateAttachment'.

At the bottom of the page are four buttons: 'Notes (0)', 'Submit Timesheet', 'View Timesheet', and 'Delete Timesheet'.

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**.

Expenses

Date	Category	Description	Amount	Billable	Reimbursable	
06/14/2016	Meals	Took client to TGI Friday's	\$56.92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
06/14/2016	Service	Miles: 4.5	\$2.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

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.

Expenses

Date	Category	Description	Amount	Billable	Reimbursable	
06/14/2016	Meals	Took client to TGI Friday's	\$56.92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
06/14/2016	Service	Miles: 4.50	\$2.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Receipts

No file chosen

DateAttachment

Locate your receipt on your desktop and click **Open**.

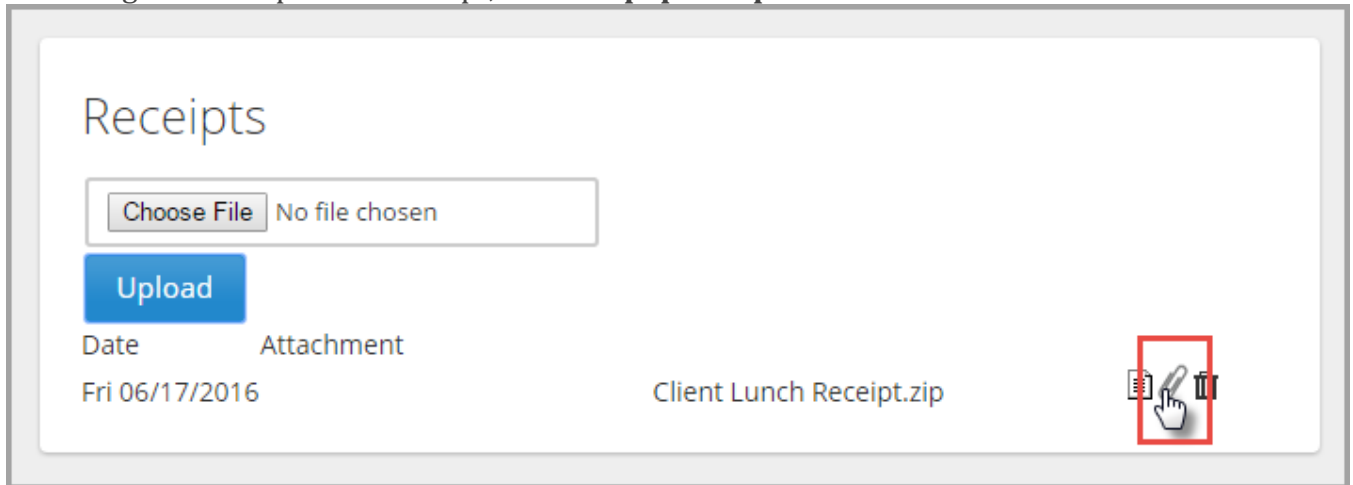
Click the **Upload** button.

Receipts

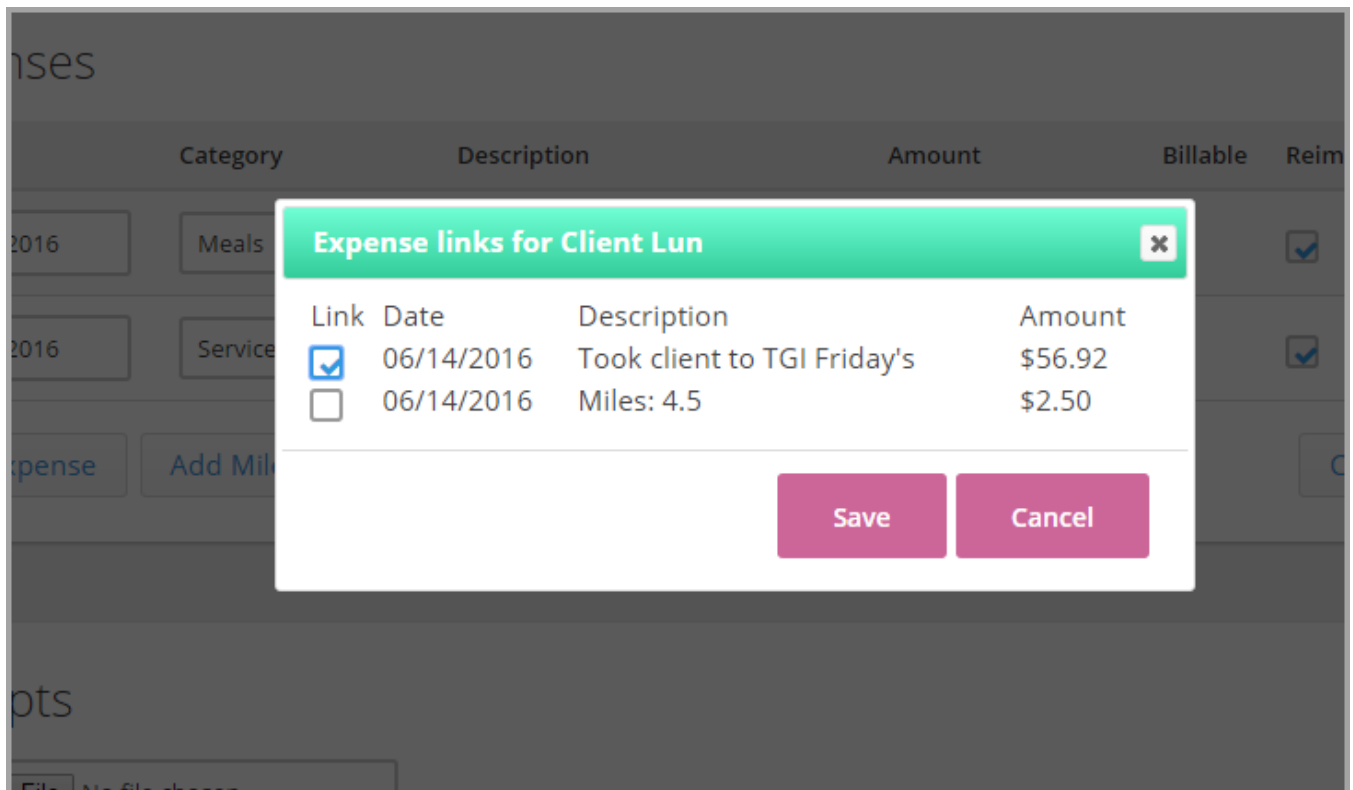
Client Lunch Receipt.docx

DateAttachment

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.

Expenses




Date	Category	Description	Amount	Billable	Reimbursable	
06/14/2016	Meals	Took client to TGI Friday's	\$56.92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	  
06/14/2016	Service	Miles: 4.50	\$2.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

[Add Expense](#) [Add Mileage](#) [Cancel](#) [Save](#)

Receipts

[Choose File](#) No file chosen

[Upload](#)

Date	Attachment	
Fri 06/17/2016	Client Lunch Receipt.zip	  

[Notes \(0\)](#) [Submit Timesheet](#) [View Timesheet](#) [Delete Timesheet](#)

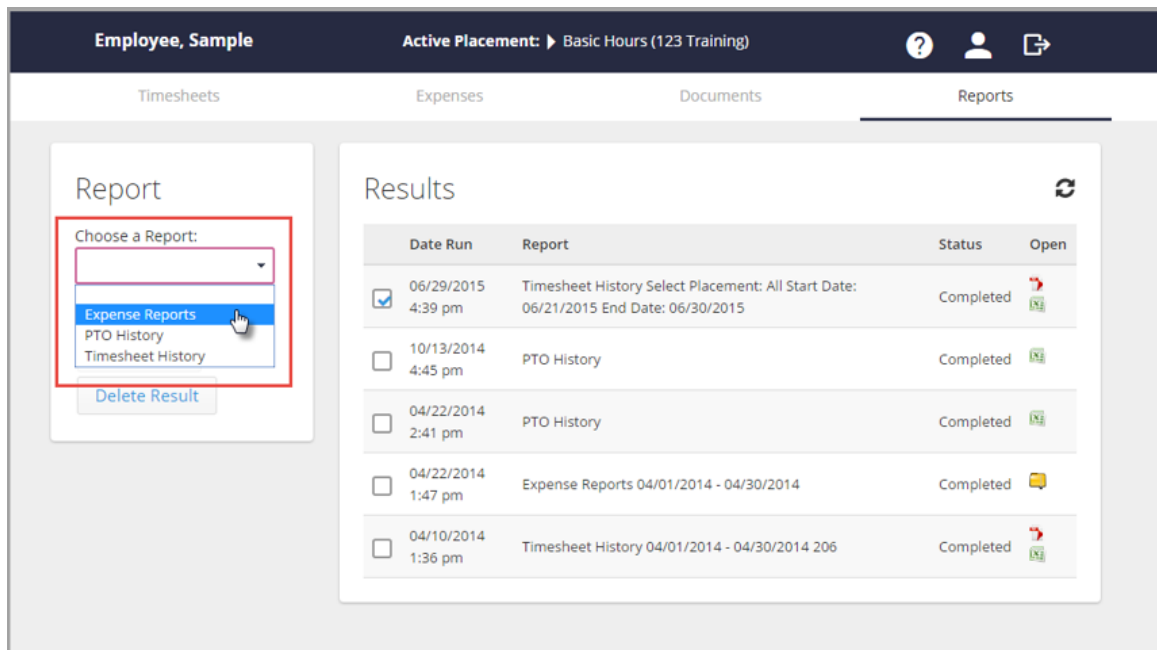
HOW DO I PRINT MY EXPENSE REPORTS?

Overview

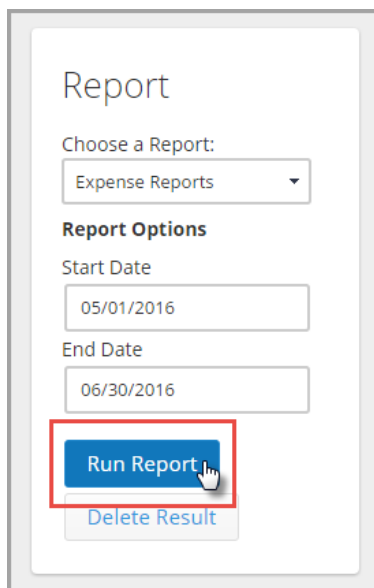
This article walks you through how to run an expense report.

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
<input type="checkbox"/>	06/17/2016 12:06 pm	Expense Reports Start Date: 05/01/2016 End Date: 06/30/2016	Completed	
<input type="checkbox"/>	06/29/2015 4:39 pm	Timesheet History Select Placement: All Start Date: 06/21/2015 End Date: 06/30/2015	Completed	
<input type="checkbox"/>	10/13/2014 4:45 pm	PTO History	Completed	
<input type="checkbox"/>	04/22/2014 2:41 pm	PTO History	Completed	
<input type="checkbox"/>	04/22/2014 1:47 pm	Expense Reports 04/01/2014 - 04/30/2014	Completed	
<input type="checkbox"/>	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.
 - o It will be saved as a PDF file within a zip folder.