

Getting Started Guide for Entering Daily Time (Time In / Time Out)

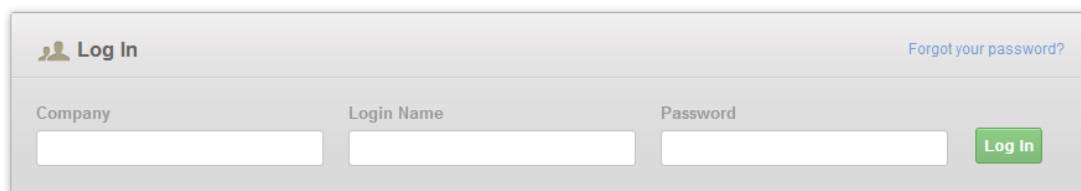
Entering time in Bullhorn Timecards is straightforward and efficient. Here are the details for:

- Entering a Timecard
- Running Reports
- Changing your password

Entering A Timecard

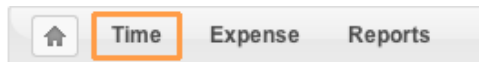
1. **Login** to Bullhorn Timecards using the login instructions and password provided by your administrator

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The login form features a header with a user icon and the text "Log In" on the left, and a link "Forgot your password?" on the right. Below the header are three input fields: "Company", "Login Name", and "Password". A green "Log In" button is positioned to the right of the "Password" field.

2. Click on the **Time** tab



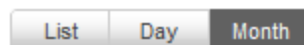
3. Click on the desired day on the calendar to enter time. This will take you to the timecard entry and edit screen



The calendar interface includes a title "Time Calendar for Alan Adler", a "+ New Timer" button, a date selector for "August 2011", and view buttons for "List", "Day", and "Month". Below is a summary table with columns for days of the week and a "Status" column.

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Status
1	2	3	4	5	6	7	Week 31 Edit Not Entered
8	9	10	11	12	13	14	Week 32 Edit Total: 0 Approved: 100%
0	0	0	0	0	-	-	Week 33 Edit Not Entered
15	16	17	18	19	20	21	Week 34 Edit Not Entered
22	23	24	25	26	27	28	Week 35 Edit Not Entered
29	30	31	Today 1	2	3	4	Week 35 Edit Total: 18 Approved: 0% Unsubmitted: 8
10	(8)	-	-	-	-	-	

4. To view time by List, Day, or Month, click on the corresponding button above the calendar



- At the time entry screen, click the **Add** button

Enter Time for Alan Adler View Timecard

+ New Timer Aug 29 - Sep 04, 2011 List Day Month

Summary Filters

<input type="checkbox"/>	Date	Project	Task	Type	Time in	Time out	Break	Hours	Status
▼ Aug 29, 2011 - Monday									
<input type="checkbox"/>	Aug 29	Acme:Jeopardy Recalibrating buzzers		Regular	6:00 AM	2:00 PM		8.00	Pending Approval
<input type="checkbox"/>	Aug 29	IBM Redesigned portal	Web Design	Regular	3:00 PM	6:00 PM	1.00	2.00	Pending Approval
								Subtotal:	10.00
▼ Aug 30, 2011 - Tuesday									
								Subtotal:	0.00

+ Add

- Fill in the necessary parts. Click **Save** to save your information, or check off **Submitted** before you **Save** to submit the time for approval right away

Enter Time for Alan Adler View Timecard

+ New Timer Aug 29 - Sep 04, 2011 List Day Month

Summary Filters

<input type="checkbox"/>	Date	Project	Task	Type	Time in	Time out	Break	Hours	Status
▼ Aug 29, 2011 - Monday									
<input type="checkbox"/>	Aug 29	Acme:Jeopardy Recalibrating buzzers		Regular	6:00 AM	2:00 PM		8.00	Pending Approval
<input type="checkbox"/>	Aug 29	IBM Redesigned portal	Web Design	Regular	3:00 PM	6:00 PM	1.00	2.00	Pending Approval
								Subtotal:	10.00
▼ Aug 30, 2011 - Tuesday									
<input type="checkbox"/>	8/30/2011	Hayward Project		Regular	8:00 AM	5:00 PM	1.00	8.00	
<input type="checkbox"/>	Submitted Worked on bridge re-construction design								
								Subtotal:	0.00

Save Cancel

- Entries will appear in chronological order. A color coded status will appear above in the **Summary** section

+ New Timer Aug 29 - Sep 04, 2011 List Day Month

Summary Filters

Unsubmitted: 8.00	Rejected: 0.00	Unapproved: 10.00	Approved: 0.00	Total: 18.00
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- To quickly select all the entries, check the master checkbox at the top – you may also manually select or deselect boxes as needed. When ready, select the operation you want to perform from the box below. Selecting **Submit All** or **Submit Selected** will forward your time to your approver

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Enter Time for Alan Adler [View Timecard](#)

[+ New Timer](#) Aug 29 - Sep 04, 2011 [List](#) [Day](#) [Month](#)

Summary [Filters](#)

<input type="checkbox"/>	Date	Project	Task	Type	Time in	Time out	Break	Hours	Status	
▼ Aug 29, 2011 - Monday										
<input type="checkbox"/>	Aug 29	Acme:Jeopardy ↳ Recalibrating buzzers		Regular	6:00 AM	2:00 PM		8.00	Pending Approval	⚙
<input type="checkbox"/>	Aug 29	IBM ↳ Redesigned portal	Web Design	Regular	3:00 PM	6:00 PM	1.00	2.00	Pending Approval	⚙
								Subtotal:	10.00	
▼ Aug 30, 2011 - Tuesday										
<input type="checkbox"/>	Aug 30	IBM:Hayward Project ↳ Worked on bridge re-construction design		Regular	8:00 AM	5:00 PM	1.00	8.00	Not Submitted	⚙
								Subtotal:	8.00	
								Total:	18.00	

[Select](#) [Delete](#) Last modified on 9/1/11 12:59pm by Alan Adler

Terms **Attachments (None)** **Inbox (0)**

By submitting this timecard I hereby certify that the hours shown were worked by me during the period designated above and are approved by an authorized representative. [Add Attachment](#) None

[Submit All](#) [Unsubmit All](#)

- You may change or unsubmit data until the manager has approved it. Once a manager has approved the time, only the administrator can make changes
- After saving or submitting, the status of each timecard will be shown in the rightmost **Status** column of the calendar (unapproved, rejected, or approved)

6	7	8	9	10	11	12	Week 49
8	7:30	3	2	-	-	-	Edit Total: 20:30 Approved: 100%
13	14	15	16	17	18	19	Week 50
-	6	-	-	-	-	-	Edit Total: 6 Approved: 0% >Rejected: 100%

Running Reports

- Click **Reports** in the Navigation Bar

[Home](#) [Time](#) [Expense](#) [Reports](#) [Settings](#)

- Select the type of report, specify the date range and details, and click **Run**

Navigation: [Home](#) [Time](#) [Expense](#) [Reports](#)

Time Reports

- [Time by Employee](#) >
- [Time Accrual](#)

Expense Reports

- [Expenses by Employee](#)

Accounting Reports

- [Payables by Employee](#)

Report Details: Time by Employee

Date Start: Date Stop: Force Complete Weeks

User: **New User**
Employee Type: n/a

Time Type:

Include Unapproved

Include Details
 Include Zero Hours
 Summary Only

Changing Your Password

1. Click **Settings** in the Navigation Bar

Navigation: [Home](#) [Time](#) [Expense](#) [Reports](#) [Settings](#)

2. Under My Info, click **Change Password**

My Info

- [Change Password](#)