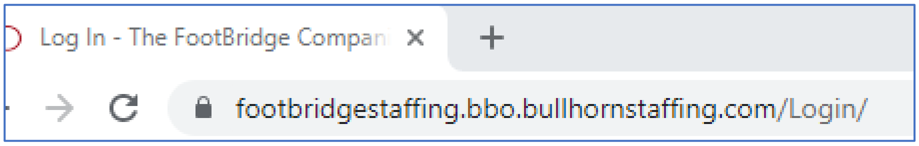
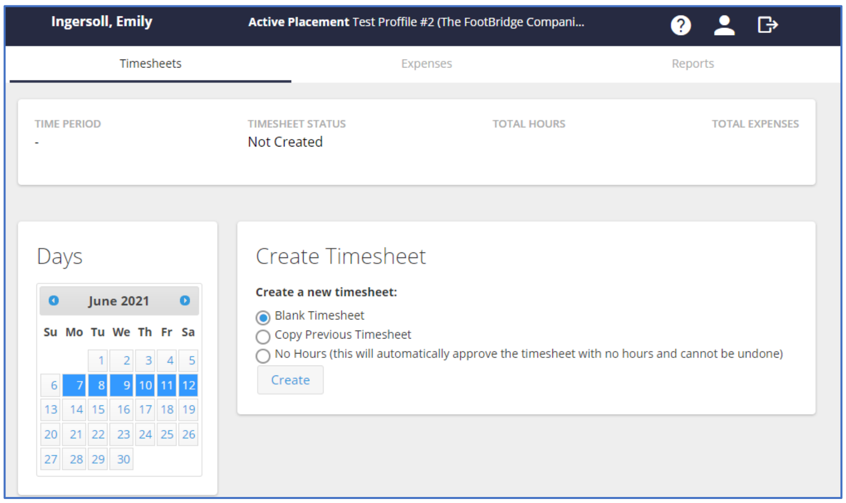
How to Submit a Timesheet in Bullhorn

1) Log in: You will also receive an email from accounting@footbridecompany.com with the link and your UN and PW. If at any time you have questions, please email the above email address for assistance.



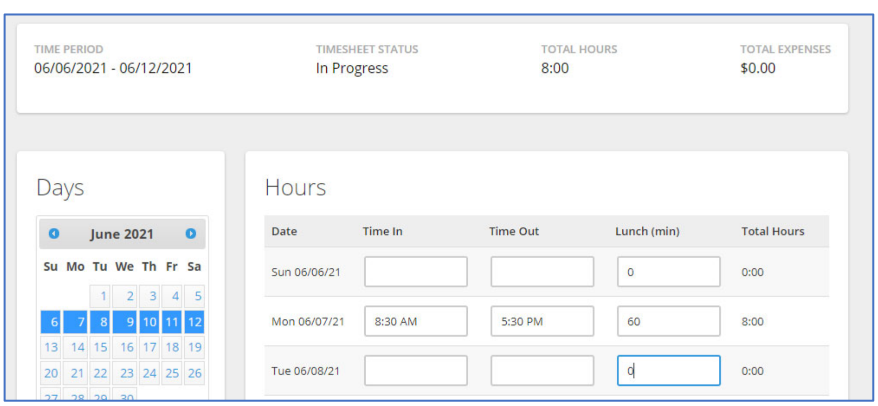
2) Confirm Date: Once signed in, on the timesheet tab, ensure you are on the correct week.

****Timesheets are due on Monday at 5pm for the previous week****



3) Create a timesheet: Select Blank, Copy Previous, or if you did not work, please submit zero hours so we are aware you did not just forget to enter hours. From Blank/Previous Timesheet --

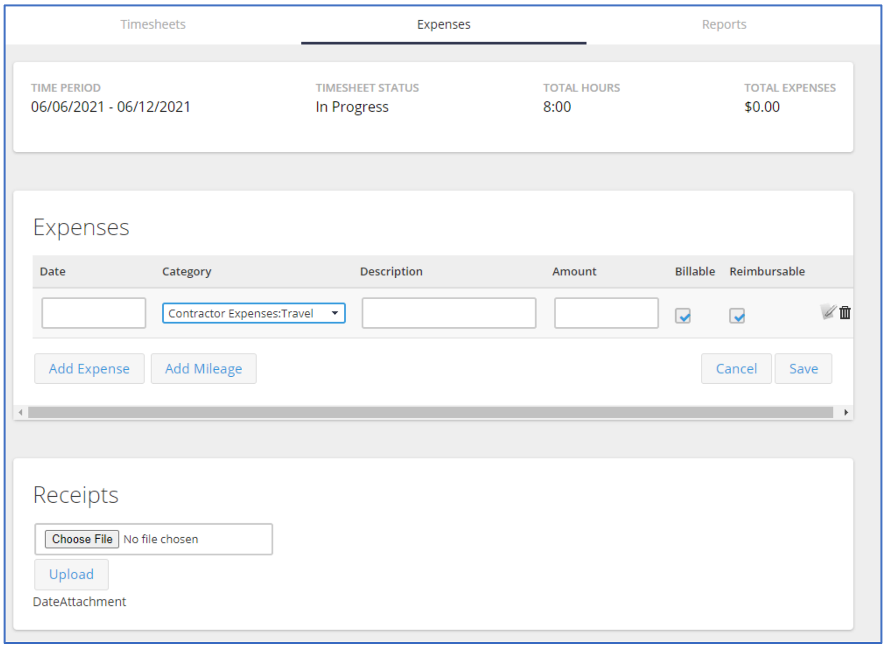
a. Enter Hours:
   - The options to enter hours are-- Time in/out (with or without lunch), hourly only, or by project. If one of these options is preferred for you and your approver, please email accounting@footbridgecompany.com to update your default settings.
   - To Save a timesheet in progress, please click a new day and the previous day will update and be saved automatically. You may get a pop up about leaving the page unsaved, that is okay, it is saved.



3) Create a timesheet, continued….

b. Enter Expenses:

- The category choices are -- Contractor Expenses or Per Diem Revenue, please ensure you correct the most accurate category.
- Please always add a description.
- If the expense is internal only, please uncheck billable.
- For mileage entries, add mileage expense using that button as it will calculate the amount reimbursed based on standard mileage rates.
- Upload receipts in PDF only!



4) Submit Timesheet: At the **end** of the week hit "Submit Timesheet" button. Once your timesheet is submitted, your approver will get a notification to approve.

Important Reminders

- Sick time and PTO requests **DO NOT** go on the electronic timesheet. These forms need to be emailed to timesheets@footbridgecompany.com as they are separate from this system.
- If you would like to leave a note for your approver, please click "notes" on the bottom.
- Submitted timesheets are processed via our Payroll team on Tuesdays, with a pay date of Friday.
- If you have more than one timesheet (not common), there will be a drop down next to your name on the top with the title of the other timesheet. This is used when you have two projects with two different approvers
- If you have multiple projects with the same approver, we can add a block to your timesheet to identify which projects related to which time slot.
- Please email accounting@footbridgecompany.com with ANY questions.