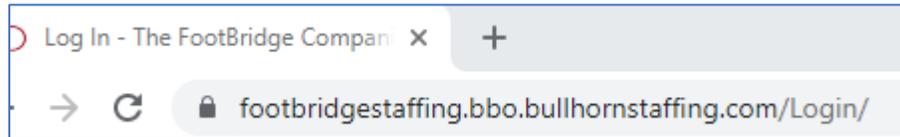




## How to Submit a Timesheet in Bullhorn

- 1) Log in: You will also receive an email from [accounting@footbridgecompany.com](mailto:accounting@footbridgecompany.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\*\***

The screenshot shows the user interface for creating a timesheet. At the top, the user's name 'Ingersoll, Emily' and the active placement 'Active Placement Test Profile #2 (The FootBridge Compani...)' are visible. Below this, there are tabs for 'Timesheets', 'Expenses', and 'Reports'. The 'Timesheets' tab is active, showing a summary table with columns for 'TIME PERIOD', 'TIMESHEET STATUS', 'TOTAL HOURS', and 'TOTAL EXPENSES'. The status is 'Not Created'. Below the summary, there is a 'Days' section with a calendar for June 2021. To the right of the calendar is the 'Create Timesheet' form, which includes a 'Create a new timesheet:' section with 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 located below these options.

- 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](mailto: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.

The screenshot shows the 'Hours' section of the timesheet. It includes a 'Days' section with a calendar for June 2021. To the right of the calendar is a table with columns for 'Date', 'Time In', 'Time Out', 'Lunch (min)', and 'Total Hours'. The table contains the following data:

| Date         | Time In | Time Out | Lunch (min) | Total Hours |
|--------------|---------|----------|-------------|-------------|
| Sun 06/06/21 |         |          | 0           | 0:00        |
| Mon 06/07/21 | 8:30 AM | 5:30 PM  | 60          | 8:00        |
| Tue 06/08/21 |         |          | 0           | 0:00        |

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!

The screenshot displays the 'Expenses' section of a timesheet system. At the top, there are three tabs: 'Timesheets', 'Expenses', and 'Reports'. Below the tabs is a summary bar with the following information: TIME PERIOD: 06/06/2021 - 06/12/2021, TIMESHEET STATUS: In Progress, TOTAL HOURS: 8:00, and TOTAL EXPENSES: \$0.00. The main area is titled 'Expenses' and contains a table with the following columns: Date, Category, Description, Amount, Billable, and Reimbursable. A single row is visible with the following values: Date (empty), Category: Contractor Expenses:Travel, Description (empty), Amount (empty), Billable: checked, and Reimbursable: checked. Below the table are two buttons: 'Add Expense' and 'Add Mileage'. To the right of these buttons are 'Cancel' and 'Save' buttons. At the bottom of the form is a 'Receipts' section with a 'Choose File' button and an 'Upload' button. The 'Choose File' button shows 'No file chosen' and the 'Upload' button is disabled.

- 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](mailto: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](mailto:accounting@footbridgecompany.com) with ANY questions.