



ATRIUM BULLHORN WORKER GUIDE

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WORKER

IN & OUT TIME ENTRY

You'll enter In and Out times for each day you worked. If you took any unpaid breaks for the day, you must enter those times in the Break Start and Break End fields. Follow the steps below for In and Out time entry.

1

Click on the Week Ending Date you need to enter hours under.

Week Ending	Hours	Dollars	Units	Status	Site
3/10/2024	0.00	\$0.00	0.00	No Time Entered	Vice Lighting - Acct : Ky
3/3/2024	0.00	\$0.00	0.00	No Time Entered	
2/25/2024	0.00	\$0.00	0.00	No Time Entered	
2/18/2024	0.00	\$0.00	0.00	No Time Entered	
2/11/2024	0.00	\$0.00	0.00	No Time Entered	

2

Open the Time Entry window by clicking in the cell that corresponds to the assignment and day that you worked.

Site / Assignment	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Sun 3/10	Total	Print
Vice Lighting Acct: Kyle Brown 23421644	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Hours									

Comment Attachments Worked Saved Not Submitted

Submit

Show Break Policy

Submit All For Approval

3

Enter the times worked for the day. The AM/PM button is automatically changed based on time entered.

Vice Lighting
Acct: Kyle Brown
102

8.00 Hours 0.00 Units 0.00 Dollars

Monday
3/4/2024

Add Work +

Time Reporting Code
Worked

In 09:00 AM Out 5:00 PM

Add meal +

Projects

Manage Projects Add Project +

Copy to Next Day + Copy through Friday + Clear All Entries X

Save



**If you work through
midnight, be sure to
select the correct
AM/PM setting**





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4

Use the following buttons to edit your time:

Add Work: Adds another line to enter more hours for the day.

Add Meal: Adds a meal line with Out and In fields to record any unpaid meal breaks.

Manage Projects: Allows you to manage the projects you're entering time for.

Add Project: Allows you to add a new project to enter time for.

Copy to Next Day: Copy the time from the day you're on to the next day.

Copy through Friday: Copy the time from the day you're on to everyday thorough Friday.

Clear All Entries: Deletes all time entries.

5

Click the arrows next to the date at the top of the window to navigate between days.

6

When you are done, click Save to close the window.

7

To add a comment to your timesheet for your approver to view, click the Comment button and enter your comments in the pop-up window.

The screenshot shows a timesheet interface for 'Vice Lighting' (Account: Kyle Brown, ID: 23421644). The table displays hours for the week of 3/04 to 3/10. The 'Total' column shows 7.00 hours. A 'Comment' button is highlighted with an orange box. Other buttons include 'Attachments', 'worked', 'Saved Not Submitted', and 'Submit'. A 'Submit All For Approval' button is at the bottom.

Site / Assignment	Mon 3/04	Tue 3/05	Wed 3/06	Thu 3/07	Fri 3/08	Sat 3/09	Sun 3/10	Total
Vice Lighting Account: Kyle Brown 23421644	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
Total Hours	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00

8

When you've finished filling out your time for the whole week, click Submit.





SUBMIT MULTIPLE CRFS

User Defined Fields are a feature in Bullhorn Time & Expense Web Time Entry. If you are required to use User Defined Fields (UDF), your Manager has determined that you must record details on a custom set of values associated with your time for each day.

For example: You may have worked a total of 8 hours on your assignment, but your Manager requires that you enter the number of cost center hours, record the total sales associated with your shift, enter the number of specimens collected, or more. UDF entries can vary depending on your individual setup.

**Note:**

- Different fields may be required while others are optional.
- The fields may require that the values are less than or equal to the hours worked.
- The fields may not require a specific value range.

To understand what you are required to enter, the system will give you an alert for your company's specific requirements upon entry.

1

Open the Time Entry window by clicking in the timesheet cell that corresponds to the assignment and day that you worked.

2

Enter the total hours worked for the day in the Hours field.





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3

Your company's UDFs will be listed below the hours entry area. Enter the appropriate information in the fields provided. The total hours entered in the UDF section must match the total hours entered in the hours worked fields.

4

Use the following buttons to edit your time:

Add Work: Adds another line to enter more hours for the day.

Add Meal: Adds a meal line with Out and In fields to record any unpaid meal breaks.

Manage Projects: Allows you to manage the projects you're entering time for.

Add Project: Allows you to add a new project to enter time for.

Copy to Next Day: Copy the time from the day you're on to the next day.

Copy through Friday: Copy the time from the day you're on to everyday thorough Friday.

Clear All Entries: Deletes all time entries.

5

Click the arrows next to the date at the top of the window to navigate between days.

6

When you are done entering your time and UDF information, click **Save** to close the window.

7

To add a comment to your timesheet for your approver to view, click the **Comment** button and enter your comments in the pop-up window.

8

When you've finished filling out your timesheet for the whole week, click **Submit**.





WORKER

MODIFY TIME

Once you are done filling out your Web Time Entry timesheet, you'll submit it for approval. If you need to make changes after already submitting your timesheet for approval, follow the steps below.

1

In the timesheet you need to update, click Modify. This allows the time entry cells to be editable again.

The screenshot shows a web interface for time entry. At the top, there's a header with 'Site / Assignment' and a dropdown arrow. Below that, a table lists days from Mon 2/19 to Sun 2/25, with a 'Total' column. The table is for 'Vice Lighting' and shows 8.00 hours for Mon-Fri and 0.00 for Sat-Sun, totaling 40.00. To the right of the table are buttons for 'Comment', 'Attachments', 'Worked Yes', and 'Pending Approval'. The 'Modify' button under 'Pending Approval' is highlighted with a red box. Below the table is a 'Total Hours' row showing 8.00 for each day and 40.00 total. At the bottom right, there's a 'Show Break Policy' link and a blue 'Submit All For Approval' button.

2

Make the necessary changes.

3

Click Submit to re-submit the changes for approval and payroll processing. You must re-submit your time sheet for approval after modifying time.



If you don't see the Modify icon you can no longer make changes to the timesheet. You must Submit time for it to be sent to payroll. Saved time will not be processed for payment.





EXPENSE SUBMISSION

You may be required to submit on the job expenses through a Web Time Entry Expense Report. Follow the steps below to learn how to submit your own Expense Report.



If you have questions about expense policies, contact your Atrium representative prior to submitting your expense report for approval.

Before you begin

Receipt Images must adhere to the following guidelines to upload or email to the receipt bank:

- Acceptable formats: .png, .jpg, .gif, .tif, .pdf
- Maximum size: 4 MB

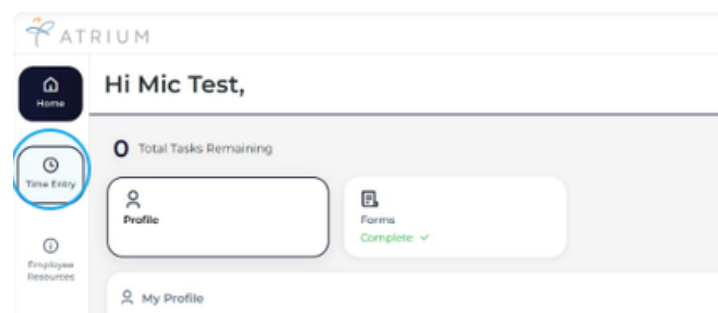
In some cases, spending thresholds/limitations are set by your agency and may require you to enter additional information with the expense entry. If the allowance is exceeded, a separate pop-up window will appear to include additional information.

- The number of line items displayed in the pop-up is based on the amount of the expense and the spending limit.

Entering Expenses

1

To begin, click into "Time Entry"





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2

Click Expenses in the top menu.

The screenshot shows the top navigation bar with 'Dashboard' and 'Expenses' (highlighted with a blue circle). Below the bar, the user's name 'Mic Test Candidate' and last sign-in time 'Tuesday, September 15, 2026 8:55AM' are displayed. A 'Timesheets' section contains a table with columns: Week Ending, Hours, Dollars, Units, Status, and Site.

3

Create an Expense Report and name it accordingly. When entering, select the Assignment in which the expense ties to, as well as the work week that your expense is relevant to.

The 'Expenses' section includes instructions to 'Add receipts & create expense reports for assignments you have worked.' Below this is the 'Expense Reports' section with a 'Create' button (highlighted with a blue circle). A table shows report status: Rejected (\$0.00), Saved (2) (\$0.00), and Pending Approval (1) (\$100.00).

The 'Create Expense Report' form has fields for 'Report Name' (highlighted with a blue circle), 'Client Assignment' (dropdown), and 'Select Week Ending' (dropdown). At the bottom are 'Cancel' and 'Create' buttons.

4

Select the option to “Add an Expense” and either upload your receipt at that time, or choose from previously uploaded receipts. Once uploaded, it will prompt you to add a date for the receipt.

The message states 'This Report Has No Expenses' and 'Expenses will appear here as they are added.' A blue button labeled '+ Add Expense' is highlighted with a blue circle.

The 'Add Expense' modal shows a progress bar and a 'Select a Receipt' section. It includes buttons for '+ Add Receipt' and 'Browse Available Receipts' (highlighted with a blue circle). A 'Need Help?' link is at the bottom.





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5

When entering the expense, include the transaction date, type of expense, dollar value, and a short description. Then click Submit.

View Attached Receipt

Expense Details

Transaction Date ✓
9/11/2026

Expense Type ✓
EXPENSE

Dollars ✓
\$ 50.00

Description ✗
[Empty field]

6

Confirm and submit your expense report.

Print Edit Report Details

Submit Report ✕

Before submitting, please confirm that all relevant expenses have been added to this expense report.

☒ After submission, remove receipts in this report from my available receipts.

Cancel Confirm and Submit ✓

7

Upon submitting an expense report, this dashboard view will be made available to monitor and tracking the status of an expense.

Expenses

Add receipts & create expense reports for assignments you have worked.

Expense Reports Create +

4 active
View Reports

Rejected	\$0.00
Saved (2)	\$0.00
Pending Approval (2)	\$150.00

