ATRIUM BULLHORN WORKER GUIDE

ATRIUM

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WORKER

IN & OUT TIME ENTRY

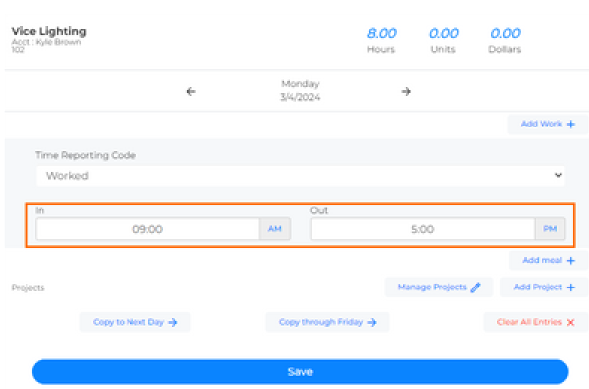
You'll enter In and Out times for each day you worked. If you took any unpaid breaks for the day, you must enter those times in the Break Start and Break End fields. Follow the steps below for In and Out time entry.

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.

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



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

4 Use the following buttons to edit your time:

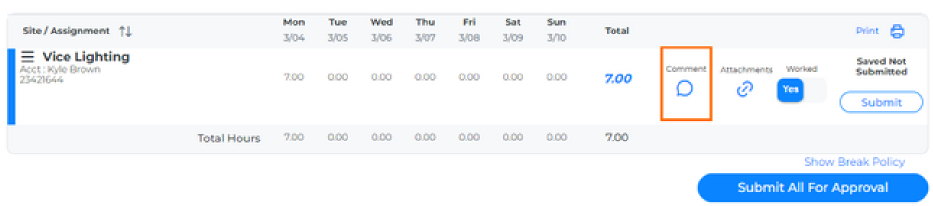
Add Work: Adds another line to enter more hours for the day.
Add Meal: Adds a meal line with Out and In fields to record any unpaid meal breaks.
Manage Projects: Allows you to manage the projects you're entering time for.
Add Project: Allows you to add a new project to enter time for.

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.



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

WORKER

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.

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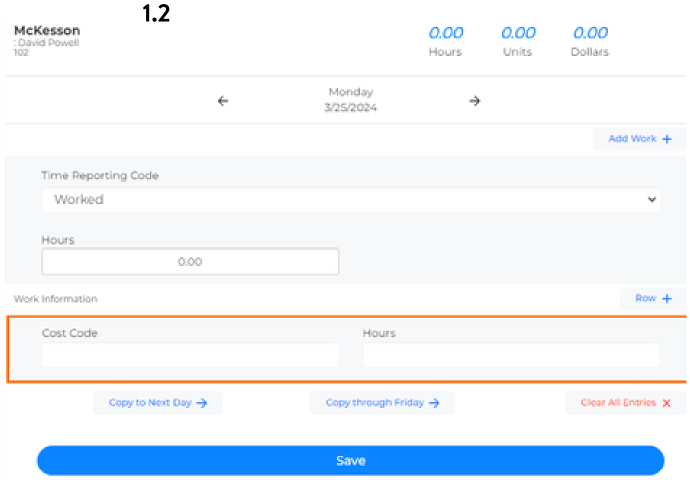
1. Open the Time Entry window by clicking in the timesheet cell that corresponds to the assignment and day that you worked.
2. Enter the total hours worked for the day in the Hours field.

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.

1.2



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.
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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.**

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.

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.

WORKER

EXPENSE SUBMISSION

You may be require 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. Click Expenses in the top menu.

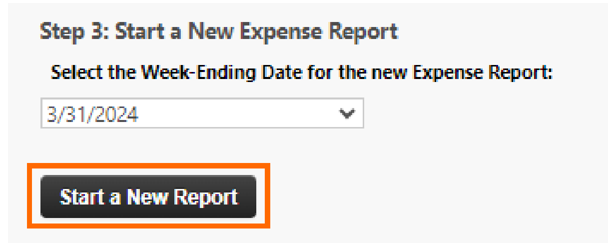
2. Upload the receipts you'll need for your report. See Upload Expense Receipts for detailed steps on uploading receipts.

3

Under Step 3: Start a New Expense Report select the correct week ending date for your expense.

4

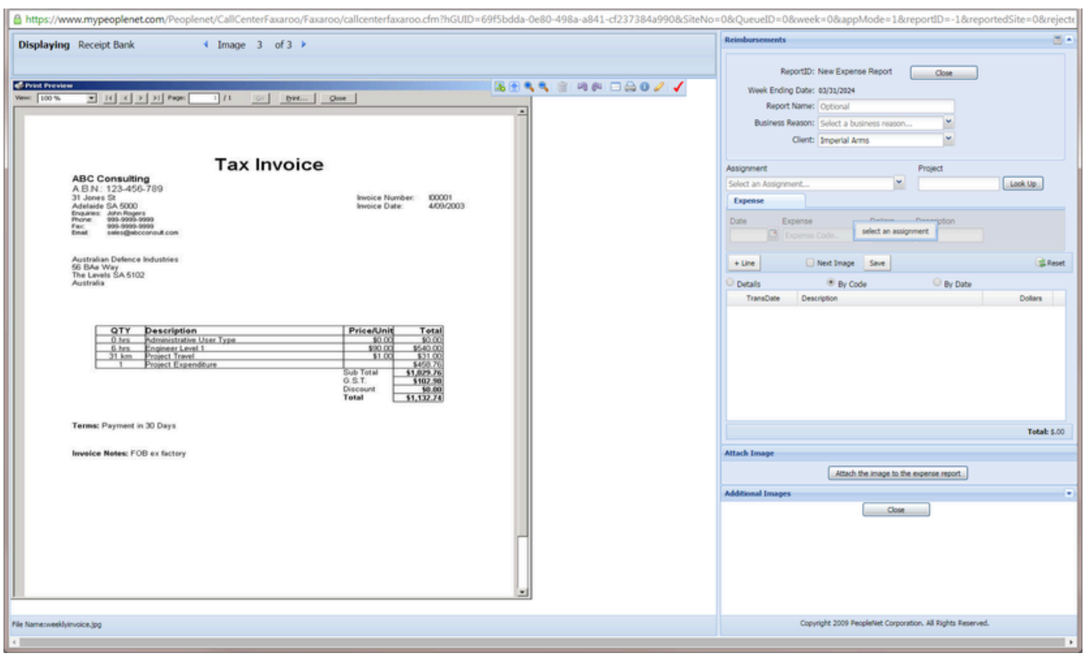
Click Start a New Report.



5

The following is a display of the expense application window that appears after starting a new expense report. The window is split into two panels:

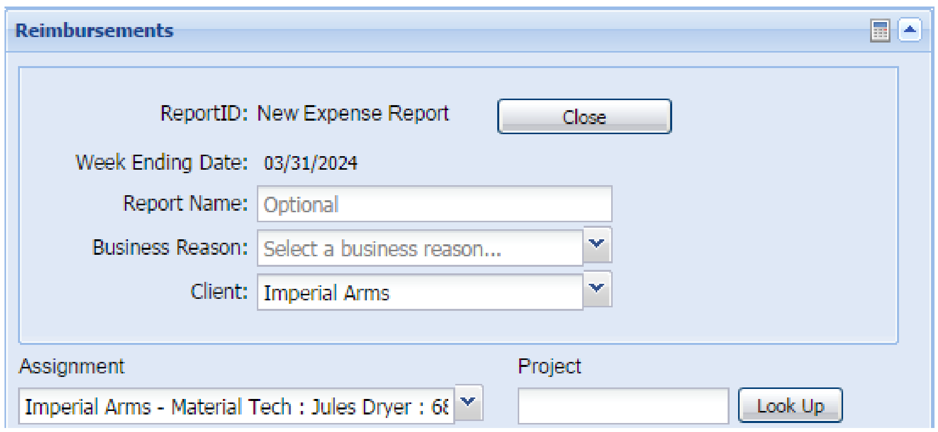
- Left Panel (Expense Image): Shows 1 of x receipts uploaded.
- Right Panel (Expense Entry): Interface used to enter expense items to be linked to the receipt image displayed in the left panel.



6

Enter the following expense details in the top right of your screen under Reimbursements. Do not use any special characters like @, $, &, #, etc.

- Report Name: Enter a unique name for your report (optional).
- Business Reason: Add a business reason for the expense if applicable (optional).
- Client: Select a client from the drop down.
- Assignment: Select the appropriate assignment from the drop down menu.
- Project: Enter the project name or select a previously entered project name by clicking Look Up (optional).

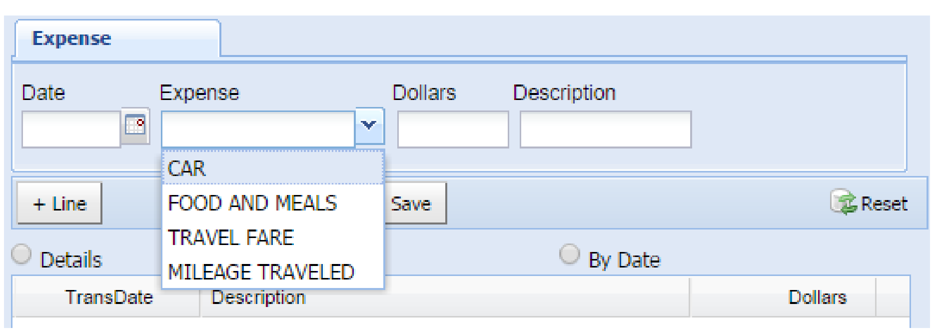


7

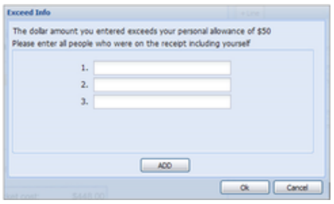
Ensure the correct receipt image that should be linked to the expense line item is displayed in the left panel. If not, use the navigation arrows at the top of the left panel to move to the correct receipt.

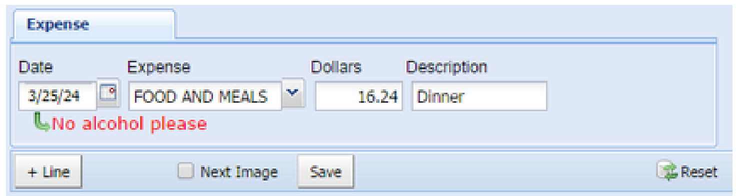
8

Fill out the following information under Expense:
- Date: Date of the expense.
- Expense: Pick the applicable expense code from the drop down. The drop down options are specific to your agency.
  - When selecting an expense code that involves calculations (e.g. mileage), the expense application automatically calculates the dollar amount after the data is entered.
- Dollars: Enter the amount of the expense.
- Description: Describe the expense.



Additional messages or instructions may appear if special requests, restrictions, or limitations have been set by the client. Follow the instructions displayed when entering an expense.

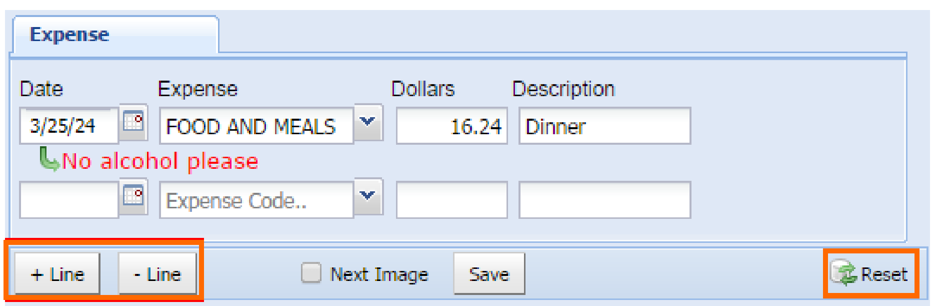




9

Click + Line to add a new expense line item. Add lines to represent what is displayed on the left image panel. For example, if you have multiple images displayed on the left, then enter an expense line for each image.

- Select - Line to remove an expense line item.
- Select Reset to clear the data entered.

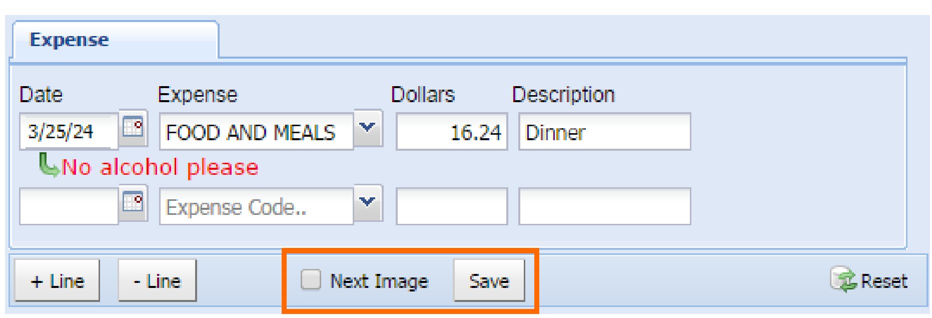


10

When you have finished entering expense items from the receipt image, select the check box Next Image. The next receipt image in the Receipt Bank will be displayed after the expense line item is saved

11

Select Save to add the expense item(s) to the report.

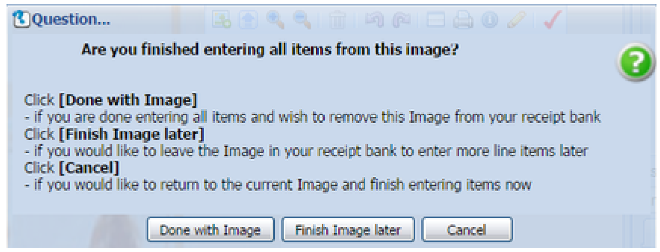


12

Click Attach the image to the expense report.

13

A new window will pop up. Confirm whether you have finished entering details from the receipt image.



14

After responding to the confirmation prompt, the data you entered will be added with other expense entries that appear in the transaction window. The expense total is displayed at the bottom of the transaction window. This amount is automatically updated when an expense is added or deleted.