

# ATRIUM BULLHORN MANAGER GUIDE



# CONTENTS

APPROVE TIME SHEET	01
REJECT TIME SHEET	02
APPROVE EXPENSE	03
REJECT EXPENSE	04





#### **MANAGER**

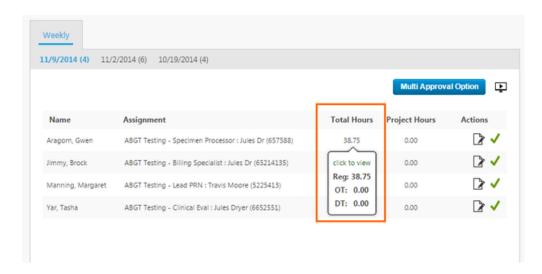
# APPROVE HOURLY TIME SHEET

Approvers must authorize that the time recorded for employees for a period is accurate. Approval emails are sent from <a href="mailto:donotreply@bte.bullhornstaffing.com">donotreply@bte.bullhornstaffing.com</a> if there is unapproved time and are delivered based on a predefined schedule. The email will serve as your login - no username or password is required. Follow the steps below to approve employee time.



Carefully review any time for the assignment before approving it, this action cannot be reversed. By approving time, you are authorizing that the time entered for that assignment is accurate.

- In the Approval Application, hover over the Total Hours hyperlink to view additional details about hours worked.
  - If any overtime or double time entries are present, they will appear in this view.
- To view the timesheet with more detail, select click to view. This will display more information about the day to day time entered for the employee.





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After reviewing the details you can approve time in two ways:

Individual Approval: Select the checkmark at the end of the row for the assignment.



**Multi-Approval:** Click **Multi Approval Optio**n and select all the timesheets you want to approve. Then, click **Submit**.

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After completing time approval, you will receive a Confirmation email outlining the time approved and/or disputed.

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If you have already approved the time, and then notice an error or mistake, contact your Atrium Representative for any corrections. There is not a way to "un-approve" time once it has been approved.



# ATRIUM TIME ENTRY GUIDE

### **MANAGER**

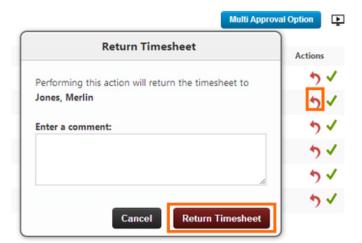
## REJECT TIMESHEETS

Approvers must authorize that the time recorded for employees for a period is accurate. If time entered is incorrect and you do not want to approve it, you can reject the timesheet. Rejecting the timesheet will send it back to the original submitter to be corrected and submitted again.



The following options only apply if your time approval screen includes the Reject icon.

- On the line of the timesheet you need to reject, click the **Reject** icon.
- 2 Enter the reason for the rejection in the pop-up comment field. This field is required.
- 2 Click Return Timesheet.
- You can't immediately approve the timesheet or make changes to your comments after clicking Return Timesheet.



The timesheet is then returned to the Worker to correct and resubmit. See <u>Approving Time</u> for information on approving a timesheet.





#### **MANAGER**

## **APPROVING EXPENSES**

The Web Time Entry Expense application is a tool used to make a detailed report of an employee's assignment related costs and expenditures. The report is created by an employee in the self-service expense portal. The approval request is then emailed to the designated approver. After the report is approved, details are delivered to the Worker and the Worker receives payable compensation for the items on the report.

- 1 From your approval email, click Access the Expense Approval Application.
- In the approval application, review each submitted report per your companies standards.



Check in the **Approve** option to the right of the report or select the **Approve All** button at the top of the report.







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Click **Submit** to approve the selected reports.



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After approving the reports, you will receive a confirmation email. This email contains a summary of the expenses approved or rejected for the period. Employees will also be notified of the approval or rejection status of the expense report via email.



#### Additional Information:

- The Expense Approval Application does not require a User ID or Password.
- You may receive up to three email reminders if you are listed as both primary and escalation contact.
- No emails are sent if there are no expenses to approve.
- Do not reply to the approval reminder emails.
- If you receive an approval email you believe is not intended for you, contact your agency representative to update their system.
- If you do not receive your expense request email, check your Spam or Outlook Junk folder and add <a href="mailto:donotreply@bte.bulhornstaffing.com">donotreply@bte.bulhornstaffing.com</a> to the safe sender list or add as an email contact.



## MANAGER



# REJECTING EXPENSE REPORTS

The Web Time Entry Expense application is a tool used to make a detailed report of an employee's assignment related costs and expenditures. The report is created by an employee in the self-service expense portal. The approval request is then emailed to the designated approver. After the report is approved, details are delivered to the Worker and the Worker receives payable compensation for the items on the report.

Use the steps below if you determine that you do not want to approve an Expense Report; you need to reject it.



You can't reject individual line items in an employee's expense report. If you are rejecting one line item, you must reject the entire expense report.

From your approval email, click Access the Expense Approval Application.



To reject a report after reviewing it per your companies standards, check **Reject** on the right.



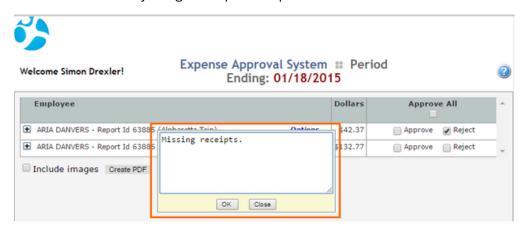




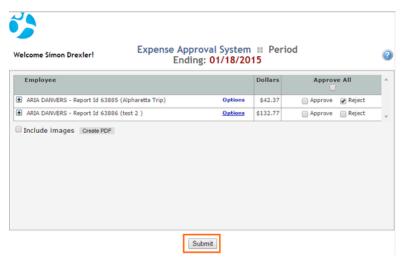


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Enter a reason for rejecting the expense report.



- The employee that submitted the expense report will see your comments, so be sure to include details to assist the employee make any needed corrections.
- Select **OK** to save your comments.
- 6 Click **Submit** to reject the selected expense reports.





After selecting **Submit**, you can make further comments or approve the expense report only after the employee makes changes and resubmits.

