



ATRIUM BULLHORN MANAGER GUIDE

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APPROVE HOURLY TIME SHEET

Approvers must authorize that the time recorded for employees for a period is accurate. Approval emails are sent from donotreply@bte.bullhornstaffing.com 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.

1

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.

2

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.

Name	Assignment	Total Hours	Project Hours	Actions
Aragorn, Gwen	ABGT Testing - Specimen Processor : Jules Dr (657588)	38.75	0.00	
Jimmy, Brock	ABGT Testing - Billing Specialist : Jules Dr (65214135)	38.75	0.00	
Manning, Margaret	ABGT Testing - Lead PRN : Travis Moore (5225413)	38.75	0.00	
Yar, Tasha	ABGT Testing - Clinical Eval : Jules Dryer (6652551)	38.75	0.00	





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3

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.

Weekly

11/9/2014 (4) 11/2/2014 (6) 10/19/2014 (4)

Multi Approval Option

Name	Assignment	Total Hours	Project Hours	Actions
Aragorn, Gwen	ABGT Testing - Specimen Processor : Jules Dr (657588)	38.75	0.00	
Jimmy, Brock	ABGT Testing - Billing Specialist : Jules Dr (65214135)	48.00	0.00	
Manning, Margaret	ABGT Testing - Lead PRN : Travis Moore (5225413)	30.00	0.00	
Yar, Tasha	ABGT Testing - Clinical Eval : Jules Dryer (6652551)	47.50	0.00	

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

3

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

Time Approval Confirmation

This message has been sent to you by Peoplenet. This message has been sent to you by Peoplenet. Following is a summary of the time that was approved for the period ending 11/09/2014

Name	Assignment(s)	Approved Hours	Disputed Hours
Jimmy, Brock	Billing Specialist : Jules Dr	44.00	4.00

For more information about the approval process, please visit: <http://www.peoplenet.com/tutorials/videoplayer.cfm?filename=pr/ta/approval>

THE INFORMATION CONTAINED IN THIS E-MAIL IS CONFIDENTIAL and is intended to be sent only to the recipient(s) identified in the e-mail header above. Any review, dissemination, distribution, or copying of this privileged communication by anyone other than the intended recipient(s) or that person's agent is strictly prohibited. If you are not the intended recipient, please notify our support staff at 1-800-669-9765 immediately and delete it from your system.

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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.





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.

1

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 [Approving Time](#) for information on approving a timesheet.





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**.

2

In the approval application, review each submitted report per your companies standards.



3

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



Welcome Simon Drexler!

Expense Approval System :: Period
Ending: 01/18/2015

Employee		Dollars	Approve All
ARIA DANVERS - Report Id 63885 (Alpharetta Trip)	Options	\$42.37	☒ Approve ☐ Reject
ARIA DANVERS - Report Id 63886 (test 2)	Options	\$132.77	☐ Approve ☐ Reject





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

Employee	Dollars	Approve All
ARJA DANVERS - Report Id 63885 (Alpharetta Trip)	\$42.37	☒ Approve ☐ Reject
ARJA DANVERS - Report Id 63886 (test 2)	\$132.77	☐ Approve ☐ Reject

☐ Include Images

5

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.

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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 donotreply@bte.bulhornstaffing.com to the safe sender list or add as an email contact.





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.

1

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



2

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



Welcome Simon Drexler!

Expense Approval System :: Period
Ending: 01/18/2015

Employee		Dollars	Approve All
ARIA DANVERS - Report Id 63885 (Alpharetta Trip)	Options	\$42.37	☐ Approve ☐ Reject
ARIA DANVERS - Report Id 63886 (test 2)	Options	\$132.77	☐ Approve ☐ Reject





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3

Enter a reason for rejecting the expense report.

The screenshot shows the 'Expense Approval System' interface. At the top, it says 'Welcome Simon Drexler!' and 'Period Ending: 01/18/2015'. Below this is a table with columns: 'Employee', 'Dollars', and 'Approve All'. The table contains two rows for 'ARIA DANVERS - Report Id 63885'. The first row is for '(Alpharetta Trip)' with a dollar amount of '\$42.37' and 'Reject' is selected. The second row is for '(test 2)' with a dollar amount of '\$132.77'. A modal dialog box is open over the table, titled 'Missing receipts.', with 'OK' and 'Close' buttons at the bottom. The dialog is highlighted with an orange border.

4

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.

5

Select **OK** to save your comments.

6

Click **Submit** to reject the selected expense reports.

The screenshot shows the 'Expense Approval System' interface. At the top, it says 'Welcome Simon Drexler!' and 'Period Ending: 01/18/2015'. Below this is a table with columns: 'Employee', 'Dollars', and 'Approve All'. The table contains two rows for 'ARIA DANVERS - Report Id 63885'. The first row is for '(Alpharetta Trip)' with a dollar amount of '\$42.37' and 'Reject' is selected. The second row is for '(test 2)' with a dollar amount of '\$132.77'. Below the table are buttons for 'Include images' and 'Create PDF'. At the bottom of the interface, the 'Submit' button is highlighted with an orange border.

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

