## JM Staffing

## **Bullhorn Timesheet Instructions**

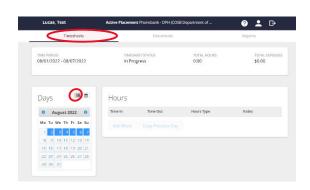
Step 1.

Log into you Bullhorn Portal.



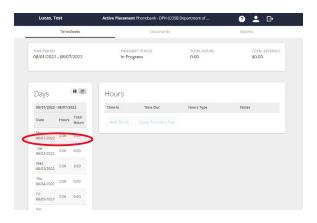
Step 2.

From the Time Sheet Tab select the list ICON on the calendar.



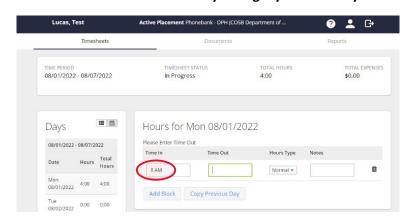
Step 3.

Select Day you want to enter time.



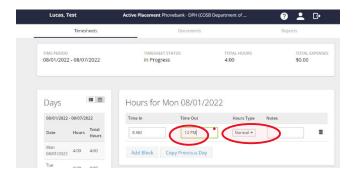
Step 4.

Under "Time In" enter the time you begin your workday.



Step 5.

Under "Time Out" enter the time you start your lunch break and from dropdown list under "Hours Type" select Normal.

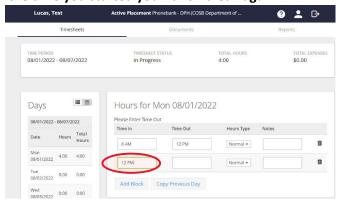




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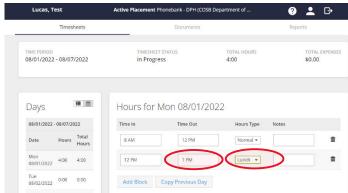
Step 6.

Select Add Block, now under "Time In" enter again the time you started your lunch break again.



Step 7.

Under "Time Out" enter the time you returned from your lunch break and change the "Hours Type" to "Lunch".



Step 8.

08/01/2022 - 08/07/2022

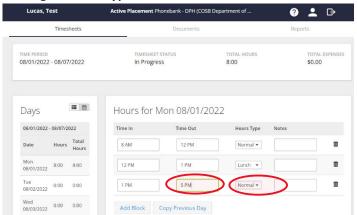
Select Add Block, now under "Time In" enter again the time you returned from lunch again.



Add Block Copy Previous Day

Step 9.

Under "Time Out" enter the time you end your workday and Change "Hours Type" to "Normal".



You have now completed your time entry for the day. If you work the same schedule every day, you only have to complete this process once a week. When you select the other days, you can simply select "Copy Previous Day" and you will be done. If you have any trouble entering you time call the office for assistance.

