



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.

Time In	Time Out	Hours Type	Notes
8 AM	12 PM	Normal	
12 PM		Normal	

Step 7.

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

Time In	Time Out	Hours Type	Notes
8 AM	12 PM	Normal	
12 PM	1 PM	Lunch	

Step 8.

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

Time In	Time Out	Hours Type	Notes
8 AM	12 PM	Normal	
12 PM	1 PM	Lunch	
1 PM		Normal	

Step 9.

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

Time In	Time Out	Hours Type	Notes
8 AM	12 PM	Normal	
12 PM	1 PM	Lunch	
1 PM	5 PM	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.