**Bullhorn WTE Registration Guide**

Web Time Entry (WTE) enables you to enter your own time via a self-service portal. Before using Web Time Entry for the first time, you will need to create an account and find your assignment. Follow the steps below register for your WTE account.

Registration works only for individuals signing in to record their own time. If you receive any errors during the WTE registration process, see Registration Errors for troubleshooting steps.

- Navigate to your Web Time Entry login page.

- **Copy and paste this URL into your browser:**

https://advancedclinical.bte.bullhornstaffing.com

- Select **Register** to create a new account.
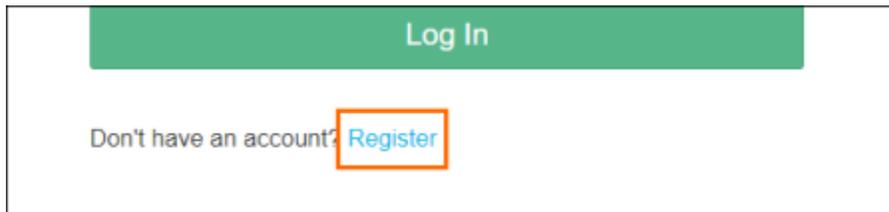
- On the *Register* screen, enter your email address and a unique password. - Your Password must be at least eight characters long.

- Select **Next** to continue to Profile Settings.

- In the *General Settings* section, enter your first name, last name, and a 4-digit pin. **You must enter your name exactly as it's entered in our system.**
  Example: Anna Jane Miller Smith > First Name: Anna Jane; Last Name: Miller Smith
  Example: Allan Jackson Turner > First Name: Allan; Last Name: Jackson Turner

  o **W2 Employees** – The last 4 digits of your SSN

  o **Independent Contractors/Subcontractors** – The last 4 digits of your mobile phone number.
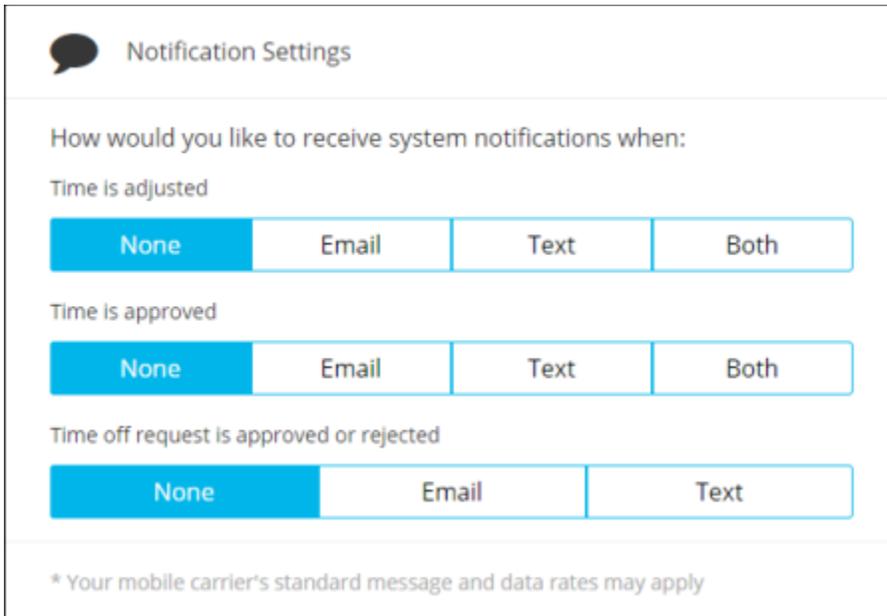
- In the *Contact Preferences* section, your email address will automatically populate from the Register screen. If you prefer to be contacted at a different email address, you can update it here.

- If you would like to receive notifications by text message, select your **mobile carrier** and enter your mobile number. If your carrier is not listed, please choose another carrier as a placeholder and proceed to the next step.


- In the *Notification Settings* section, select your preferred method for receiving notifications when there have been changes to your timesheet or requested time off.

  o If you would like to receive text notifications, you must provide your mobile carrier and mobile number in the *Contact Preferences* section.

- In the *Application Settings* section, select your **preferred language**.

- Choose how you would like your time to display.

  - o **Decimal**: Time will display in 1/100th of an hour increment.

  - o **Minutes**: Time will display in actual minutes.

- Choose your preferred format for time entered.

  - o **Standard**: Time will display in 12 hour AM / PM format. (Example: 8:00 PM)

  - o **Military**: Time will display in 24 hour format. (Example: 20:00)

- Click **Register** to complete your registration.
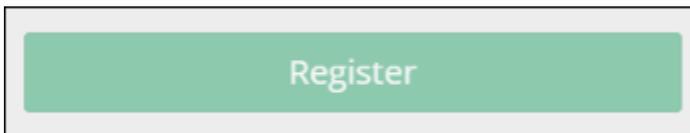
On the *Registration Complete* screen, select **Search for your assignment** to open the *Find Your Assignment* screen.

Registration Complete!

You've created an account. Next, let's search for your assignment. Click **Search for your assignment** to continue.

Search for your assignment ▶

- In the *Find Your Assignment* form, verify that the information is accurate and select **Find Your Assignment**.

Find Your Assignment ⌄

Find your assignment by filling out the following fields:

first name
Jessica

last name
Reyes

suffix ▾

last 4 of ssn / sin
1234

email
jessica@test.com

🔍 Find Your Assignment

- Choose the correct **assignment**.

If you receive an error stating your assignment can't be found, see Registration Errors for troubleshooting steps.

If you continue experiencing issues, please contact:

Advanced Clincal - AC_Consultants@advancedgroup.com