WTE – California Time Entry Instructions
In and Out Time with Project Codes

Employees working in California must follow **In and Out Time Entry** procedures to comply with state labor regulations. This method requires:

- **Daily logging of time in and out** for each workday.
  - Time should be entered to the minute to comply with CA time entry requirements.

Meal breaks must be recorded separately to ensure compliance with California labor laws.
What to Log:

- **Start time** (when you begin work)
- **End time** (when you finish work)
- **Project code(s)** for each time segment, if applicable

Accurate timekeeping is essential for payroll, compliance, and project tracking. Please review your entries daily to ensure completeness and accuracy.

For additional information and instructions:
https://kb.bullhorn.com/bte/Content/BHTE/Topics/wteInOutTimeEntry.htm

If you experience issues entering time, please contact the following:

Advanced Clinical - AC_Consultants@advancedgroup.com

Catena Solutions - Catena_Consultants@advancedgroup.com

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1) If you have multiple assignments, select the name of the assignment from the drop-down at the top of the portal.

2) From the list, select appropriate week to enter time.

Timesheets

Week Ending	Hours	Dollars	Units	Status	Site
11/2/2025	0.00	$0.00	0.00	No Time Entered	
10/26/2025	0.00	$0.00	0.00	No Time Entered	
10/19/2025	0.00	$0.00	0.00	No Time Entered	
10/12/2025	0.00	$0.00	0.00	No Time Entered	
10/5/2025	0.00	$0.00	0.00	No Time Entered	

Showing 1 To 5 of 43 Entries   ← ← 1 2 3 4 5 → →

4) Select the day to enter time for.

Site / Assignment ↑↓	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31	Sat 11/01	Sun 11/02	Total	Comment	Attachments	Worked	Saved Not Submitted
≡	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	💬	🔗	No	Submit
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

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Submit All For Approval

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5) In the Time Reporting be sure to select the correct Time Reporting Code. (Regular, PTO, etc.)

6) In the *Time In*, *Time Out*, and *Hours Type* fields, enter the details for your workday; Select **Add Work** for each increment of time.

EXAMPLE: Logging your Time and Required Meal Breaks

A. ***Time In*** - Enter the time you start work, to the minute
B. ***Time Out*** – Enter the time you go to lunch, to the minute
C. **Add Work +** – This adds a new field line to in and out
D. **Time In** - Enter the time you return from lunch
E. **Time Out -** Enter the time you ended your workday

You can add as many blocks of time as you would like.

To delete a block of time, select the **X**.

6) Select your *PO*, *Group* or *Project* from the dropdown.

7) Repeat steps 4-6 for each workday.

   o Alternatively, you can also select **Copy to Next Day or Copy through Friday** if you work the same schedule each day.

8) Once finished entering hours for the week, select **Submit Timesheet** at the bottom of the page.

   o If you didn't enter a meal break, you will be prompted with a pop-up box confirming that you were provided with the opportunity or not.

   o If you realize you forgot to enter your lunch break you can modify your timesheet and resubmit.

   o If you select that you were not provided the opportunity to take your meal break, you will need to contact your recruiter or the payroll mailbox at payroll@advancedgroup.com.

9) Next, you will be prompted to confirm that you were afforded the opportunity to take your rest breaks each day.
   - o If you select that you were not afforded the opportunity, please contact your recruiter to let them know why you were not provided with breaks.

10) Select **Submit** to submit your timesheet for approval.

11) You can modify your timesheet until it is approved.
   - If you need to make changes after your timesheet has been approved, please contact your recruiter.

12) You can modify your timesheet until it is approved.
   - If you need to make changes after your timesheet has been approved, please contact your recruiter.

13) You can add a comment to your timesheet for your approver to view, click the **Comment** button and enter your comments in the pop-up window.

	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Total				Print
Regular	8.00	8.00	8.00	8.00	8.00	0.00	0.00	**40.00**				**Pending Approval**
Remote Internet - Bi	1.00	0.00	0.00	0.00	0.00	0.00	0.00	**1.00**	Comment	Attachments	Worked **Yes**	
												Modify
Total Hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00				
Total Units	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00				

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