WTE – Daily Time Entry Instructions

Daily Time Entry Instructions – Daily Hours with Project Codes

Employees using the **Daily Time Entry** method must log the **total hours worked each day**.

If your role requires you to **select project code(s)** when entering time, you may enter **multiple blocks of time** within the same day to reflect work performed across different projects.

What to Log:

- **Total hours worked** for each day
- **Project code(s)** for each time block, if applicable
- **Separate time blocks** for different projects or tasks performed during the day

Please ensure each time block is correctly coded and reflects actual hours worked.

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) 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 → →

2) 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				
≡	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*0.00*	Comment	Attachments	Worked No	Saved Not Submitted / Submit
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Show Break Policy

Submit All For Approval

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

4) 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. ***Hours*** - Enter the total hours worked (Use ¼ hour increments)
B. ***Add Work +*** - To add additional blocks of time

You can add as many blocks of time as you would like. To delete a block of time, select the **X**.

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

6) Repeat steps 3-5 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.

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

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

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9) 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.