

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 | Print |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|-------|
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

Comment Attachments Worked No Saved Not Submitted

Show Break Policy

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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**.

The screenshot shows a mobile application interface for time entry. At the top right, there are three columns: 'Hours' with a value of 8.00, 'Units' with 0.00, and 'Dollars' with 0.00. Below this is a header for 'Monday 10/20/2025' with left and right navigation arrows. A blue button labeled 'Add Work +' is in the top right corner. The main form area contains three sections: 'Time Reporting Code' with a dropdown menu set to 'Regular'; 'Hours' with a text input field containing '8.00'; and 'PO *' with a dropdown menu set to 'PUR1000023180'. At the bottom of the form are three buttons: 'Copy to Next Day →', 'Copy through Friday →', and 'Clear All Entries X'. A large blue 'Save' button is at the very bottom.

- 5) Select your *PO*, *Group* or *Project* from the dropdown.
- 6) Repeat steps 3-5 for each workday.
 - 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.
 - 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.

| Site / Assignment ↑↓ | Mon 10/20 | Tue 10/21 | Wed 10/22 | Thu 10/23 | Fri 10/24 | Sat 10/25 | Sun 10/26 | Total | | | | |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|---------|-------------|-------------------------------------|---------------------------------------|
| [Redacted] | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 40.00 | Comment | Attachments | Worked | Saved Not Submitted |
| | | | | | | | | | | | <input checked="" type="checkbox"/> | <input type="button" value="Submit"/> |
| Total Hours | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 40.00 | | | | |

[Submit All For Approval](#)