

## **WTE – Time Entry Instructions In and Out Time**

Employees using the **In and Out Time Entry** method must log their **daily start and end times** to accurately reflect hours worked. This method is used for time tracking and project allocation purposes.

### **What to Log:**

- **Start time** (when you begin work)
- **End time** (when you finish work)

Meal breaks may be logged based on company policy or project requirements but are **not mandatory** unless specified.

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](mailto:AC_Consultants@advancedgroup.com)

Catena Solutions - [Catena\\_Consultants@advancedgroup.com](mailto:Catena_Consultants@advancedgroup.com)

## WTE – Time Entry Instructions In and Out Time

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

**Timesheets**

Week Ending	Hours	Dollars	Units	Status	Site
<a href="#">11/2/2025</a>	0.00	\$0.00	0.00	No Time Entered	
<a href="#">10/26/2025</a>	0.00	\$0.00	0.00	No Time Entered	
<a href="#">10/19/2025</a>	0.00	\$0.00	0.00	No Time Entered	
<a href="#">10/12/2025</a>	0.00	\$0.00	0.00	No Time Entered	
<a href="#">10/5/2025</a>	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
[Redacted]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>	Comment Attachments Worked <input type="checkbox"/> No <input type="checkbox"/>
<b>Total Hours</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Saved Not Submitted <input type="button" value="Submit"/>

[Show Break Policy](#)

## WTE – Time Entry Instructions In and Out Time

- 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. Time In** - Enter the time you start work, to the minute
- B. Time Out** – Enter the time you leave at the end of the day
- C. Meal Out** – Enter the time you leave for lunch
- D. Meal In** - Enter the time you return from lunch

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

**Ultragenyx Pharmaceutical, Inc./ Genetx**  
Contracts Manager-Shupri Robinson  
153

8.00    0.00    0.00  
Hours    Units    Dollars

---

←    Tuesday 10/21/2025    →

[Add Work +](#)

Time Reporting Code  
Regular

In **A** 08:00 AM    Out **B** 5:00 PM

[Add meal +](#)

**Meal**    Out **C** 12:00 PM    In **D** 1:00 PM **X**

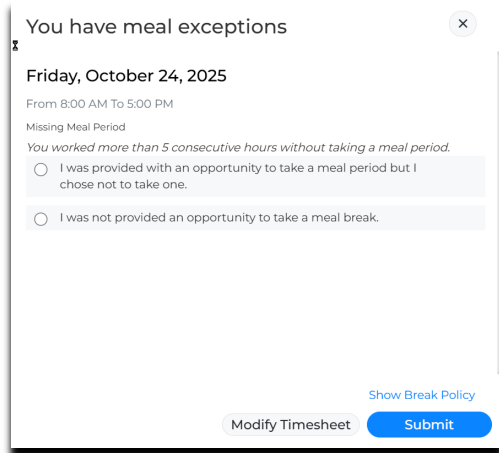
[Copy to Next Day →](#)    [Copy through Friday →](#)    [Clear All Entries X](#)

[Save](#)

- 5) Repeat steps 3-4 for each workday.
  - Alternatively, you can also select **Copy to Next Day** or **Copy through Friday** if you work the same schedule each day.

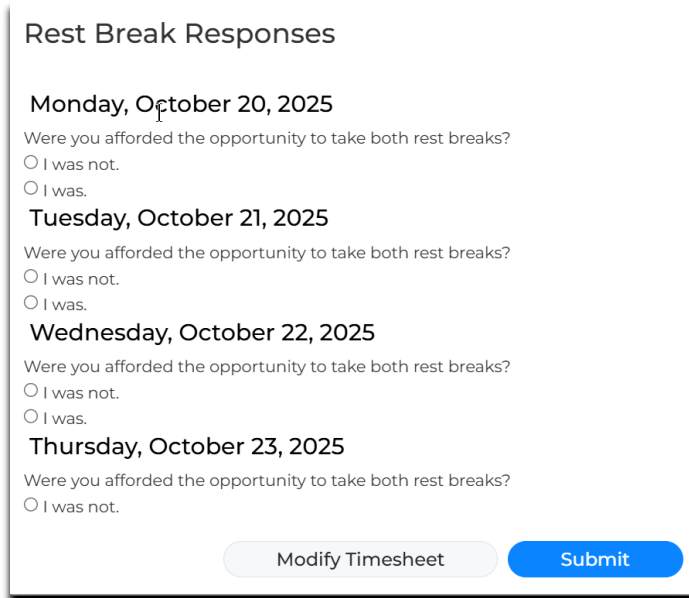
## WTE – Time Entry Instructions In and Out Time

- 6) Once finished entering hours for the week, select **Submit Timesheet** at the bottom of the page.
- 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.
  - If you realize you forgot to enter your lunch break you can modify your timesheet and resubmit.



The screenshot shows a pop-up window titled "You have meal exceptions" with a close button (X) in the top right corner. The content is for "Friday, October 24, 2025" from 8:00 AM to 5:00 PM. It indicates a "Missing Meal Period" and states, "You worked more than 5 consecutive hours without taking a meal period." There are two radio button options: "I was provided with an opportunity to take a meal period but I chose not to take one." and "I was not provided an opportunity to take a meal break." At the bottom, there is a link for "Show Break Policy", a "Modify Timesheet" button, and a blue "Submit" button.

- 7) Next, you will be prompted to confirm that you were afforded the opportunity to take your rest breaks each day.



The screenshot shows a form titled "Rest Break Responses" for the week of October 20, 2025. It asks, "Were you afforded the opportunity to take both rest breaks?" for each day: Monday, Tuesday, Wednesday, and Thursday. Each day has two radio button options: "I was not." and "I was." At the bottom, there is a "Modify Timesheet" button and a blue "Submit" button.

- 8) Select **Submit** to submit your timesheet for approval.
- 9) 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.

## WTE – Time Entry Instructions In and Out Time

10) 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	<a href="#">Comment</a>	<a href="#">Attachments</a>	<a href="#">Worked</a>	<b>Saved Not Submitted</b>
									<a href="#">Submit</a>			
Total Hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00				

[Submit All For Approval](#)