

Timesheets

Login: vaco.bbo.bullhornstaffing.com

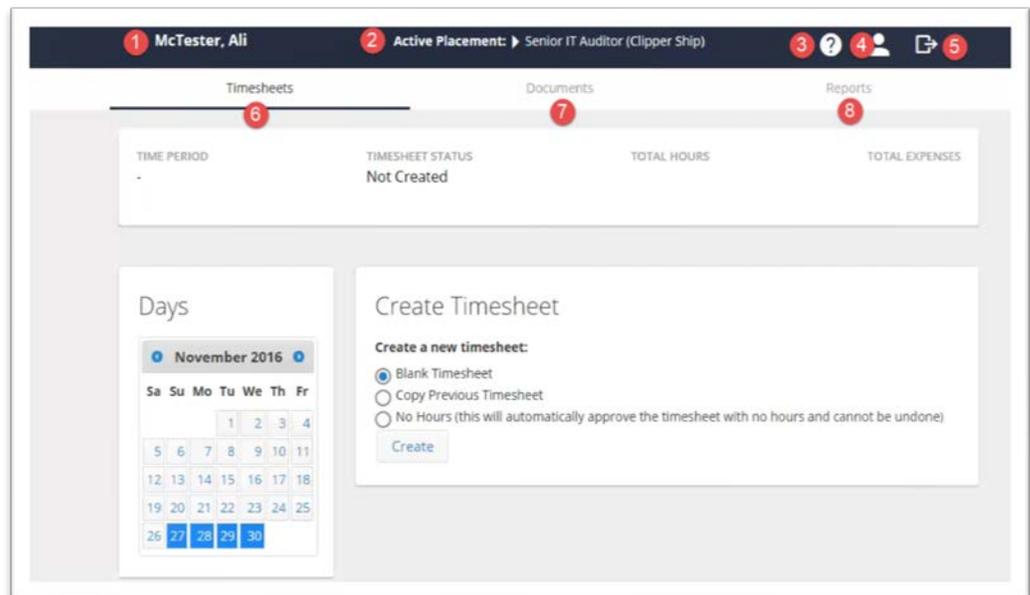
In order to log in and start entering timesheets, refer to the email you received containing your username, password, and hyperlink. If you did not receive an email, please reach out to your Recruiter or Vaco Office Manager.

1. Click the link in the email to launch the login page.
2. In the **Username** field, enter your username.
3. In the **Password** field, enter your password.
4. If desired, select the **Remember me on this computer** check box so you don't have to type your password in each time you want to log in.
5. Click **Log in**.



NOTE: If you forget your password, you can reset it at any time by clicking the Forgot Password link.

Intro to your timesheet portal:



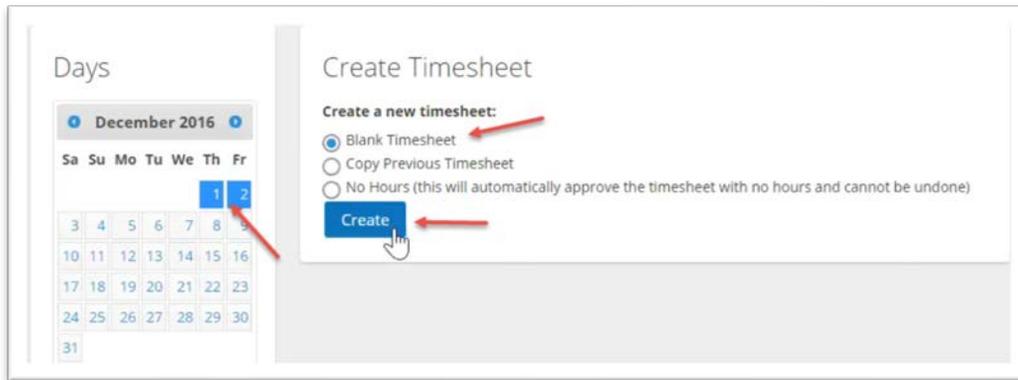
1. Your User Name
2. Active Placement(s)
 - For those of you on multiple assignments, be sure to enter your time under the appropriate placement.

- If there is an arrow (triangle) displayed here, there is more than one active placement to choose from.

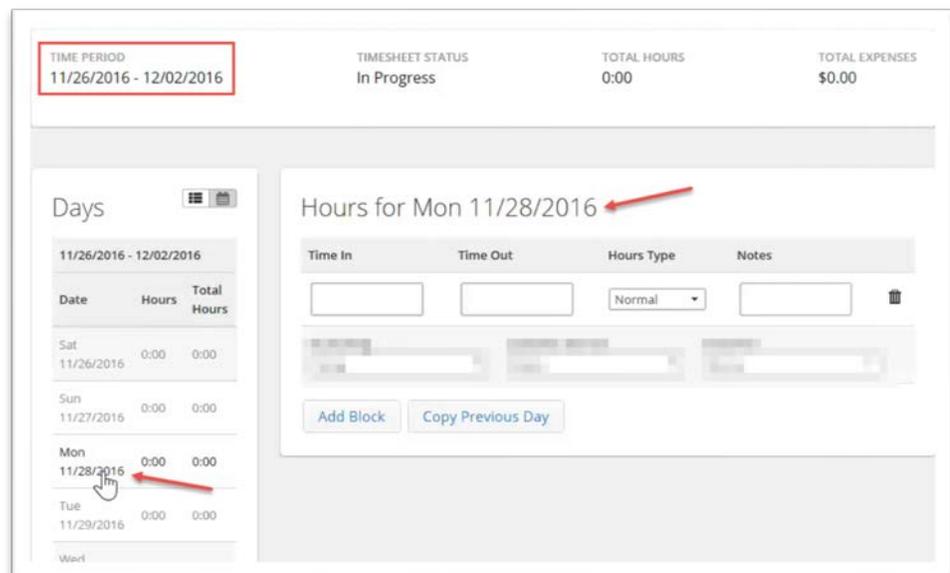
3. Help
4. Change Password
5. Logout
6. Timesheets Tab
7. Documents Tab
8. Reports Tab

Entering Time

1. On the calendar, select the time period by clicking one of the days within the appropriate work week.
2. Select **Blank Timesheet** and click **Create**.



3. You will create a separate entry for each day of the week. Select the day from the list on the left.



4. In the time entry boxes, enter the time in & time out for each block of time you worked and its corresponding hours type. For example:
 - a. 1st block: 8am – 12 pm (Normal)
 - b. 2nd block: 12 pm – 1 pm (Break)
 - c. 3rd block: 1pm – 5pm (Normal)
5. Add any notes you'd want your manager to see. These notes are for communication with your approving supervisor; Vaco does not monitor these notes.
6. If your timesheet is set up to track specific projects, you would add a separate block of time for each project.
7. Repeat steps 3-6 until you've entered time for the entire week.
8. Click Submit Timesheet. You will receive an email when your manager approves (or rejects) your timesheet.

If you are only to enter your daily in/out time, but not in blocks, your timesheet type will look like this:

(Time In/Out Simple Mode Timesheet)

Hours					
Date	Time In	Time Out	Lunch (hours)	Lunch (min)	Total Hours
Sat 01/17/15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Sun 01/18/15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00
Mon 01/19/15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00