

APC Time and Expense Procedures

Here are instructions on how to enter your time and expenses. You should do this on a weekly basis- at the end of the week. Here are some videos on how to enter time for the various types of individuals we engage:

[How to Register for Time Entry \(For everyone\)](#)

[Employee- Standard Hourly Time](#)

[Employee- Salary + Hourly Rate](#)

[Employee- Daily Rate](#)

[Supplier Professional](#)

Register for Time Entry

You will need to register in our Time Entry System. See the video above on how to Register.

Assignment Pin: This should be the last four digits of your phone number. If you can't find your assignment. Try a different Pin: Last 4 digits of your SSN. Last 4 digits of your mobile phone number. Last 4 digits of your home phone number. 2023.

Time Entry Instructions

Below are instructions that cover entering time and expenses. (the same information is found in the videos above.)

Here is screenshot of the time entry system once you are Registered and logged in. The Dashboard is a listing of recent weeks. Select the Weekend Ending Date that you would like to enter time for.

The screenshot shows the Peoplenet Time Entry System dashboard for user Courtney Bancone. The user is logged in as Veda Raghavan. The dashboard displays a 'Timesheets' table with columns for Week Ending, Hours, Dollars, Units, Status, and Site. The 'Week Ending' column contains dates from 8/25/2023 to 7/28/2023, all with a status of 'No Time Entered'. A red box highlights the date 8/25/2023. To the right, there is a 'Messages (1)' section with an important message from Peoplenet dated 03/19/2023, welcoming the user to the revamped mobile time entry experience.

Week Ending	Hours	Dollars	Units	Status	Site
8/25/2023	0.00	\$0.00	0.00	No Time Entered	IBM (BS) - Visual Designe
8/28/2023	0.00	\$0.00	0.00	No Time Entered	
8/31/2023	0.00	\$0.00	0.00	No Time Entered	
9/4/2023	0.00	\$0.00	0.00	No Time Entered	
7/28/2023	0.00	\$0.00	0.00	No Time Entered	

Showing 1 To 5 of 68 Entries

Click on the "0.00" on a given day to enter your time.

Dashboard Expenses My Profile Help Sign Out

You are viewing this system as **Veda Raghavan**

Courtney Bancone

Last Sign In: Monday, January 01, 0001 12:03AM

1.64 CPTD 22.85 PTOD

Aug 19 - Aug 25 2023

Site / Assignment	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Total	Comment	Attachments	Worked	Submit
IBM (BS) Visual Designer - 5265	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			No	
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Submit All For Approval

Select the appropriate Timer Reporting Code and the number of hours worked. If you work the same number of hours on the next day or the entire week- use the buttons at the bottom. "Copy to Tomorrow", "Copy through Friday". If you need to enter a different number of hours each day- select "Save" and then go to the next day that you need to enter.

IBM (BS)
Event Project Manager-Sue Deric
156

8.00 Hours 0.00 Units 0.00 Dollars

Monday
8/21/2023

Add Work +

Time Reporting Code
Straight Time

Hours
8.00

Copy to Next Day → Copy through Friday → Clear All Entries X

Save

Employees that are Option 5- Paid for Hours Worked plus a Daily Rate

Enter the hours that you worked for each day of the week as Straight Time. The Daily Rate will be added automatically during the payroll process.

IBM (BS)
Event Project Manager-Sue Deric
156

8.00 Hours 0.00 Units 0.00 Dollars

Monday
8/21/2023

Add Work +

Time Reporting Code
Straight Time

Hours
8.00

Copy to Next Day → Copy through Friday → Clear All Entries X

Save

If you worked the same number of hours the next day or the entire week- use the buttons at the bottom. "Copy to Tomorrow", "Copy through Friday". If you need to enter a different number of hours each day- select "Save" and then go to the next day that you need to enter.

Aug 19 - Aug 25 2023

Site / Assignment ↓	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Total	Print
IBM (BS) Event Project Manager-Sue Deric 8013	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	Comment Attachments Worked Saved Not Submitted Submit
Total Hours	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	

[Submit All For Approval](#)

Employees that are Paid Daily, Weekly, Monthly-

You will put 1 Unit per day. The Unit is now Day, Week, Month in the Time Reporting Code. If you worked a portion of a day then you can put in a fraction of 1. Example: Half day would be 0.5.

IBM (BS)
Visual Designer-156

0.00 Hours 0.00 Units 0.00 Dollars

← Monday 8/21/2023 →

Add Work +

Time Reporting Code
Daily Client Bill Rate

Units:

Copy to Next Day → Copy through Friday → Clear All Entries X

[Save](#)

If you worked a full day the next day or the entire week- use the buttons at the bottom. "Copy to Tomorrow", "Copy through Friday". If you need to enter a different portion of a day each day- select "Save" and then go to the next day that you need to enter.

Site / Assignment ↓	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Total	Print
IBM (BS) Visual Designer-5285	Daily Client Bill Rate	0.00	0.00	1.00	1.00	1.00	1.00	5.00	Comment Attachments Worked No Time Entered Submit
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Units	0.00	0.00	1.00	1.00	1.00	1.00	1.00	5.00	

[Submit All For Approval](#)

Applicable to those that have APC PTO or Client Provided PTO:

Your current PTO Balance is at the top of the screen. There are several different PTO codes for our different types of professionals.

Paula Erickson

Last Sign In: Monday, January 01, 0001 12:03AM

20.08 PTO

Aug 19 - Aug 25 2023

Site / Assignment	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	
IBM (BS)									
Event Project Manager-Sue Deric 8015	Paid Time Off	0.00	0.00	4.00	0.00	0.00	0.00	4.00	Comment
	Straight Time	0.00	0.00	4.00	8.00	8.00	8.00	36.00	Attachments
									Worked
									Yes
									Submit
Total Hours	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	

Submit All For Approval

To Enter PTO on a given day-

Change the "Time Reporting Code" to the appropriate PTO code (examples: Client Paid Time Off, Paid Time Off, etc). Enter the number of applicable PTO hours.

IBM (BS)
Event Project Manager-Sue Deric
156

8.00 Hours 0.00 Units 0.00 Dollars

Monday
8/21/2023

Add Work +

Time Reporting Code
Paid Time Off

Hours
8.00

Copy to Next Day → Copy through Friday → Clear All Entries ×

Save

If you need to enter "Worked" hours and PTO on the same day-

Keep the "Time Reporting Code" as your normal worked code with the number of hours worked.

Then, click on the "+ Work" icon. A new line will appear. The "Time Reporting Code" should be set to "CPTO" or "PTO" and then enter the number of applicable hours.

IBM (BS)
Event Project Manager-Sue Deric
156

8.00 Hours 0.00 Units 0.00 Dollars

Monday 8/21/2023

Add Work +

Time Reporting Code
Straight Time

Hours 4.00

Time Reporting Code
Paid Time Off

Hours 4.00

Copy to Next Day → Copy through Friday → Clear All Entries X

Save

Once time is entered for each day that you worked, you are ready to submit your time. Click on the **Submit** button to finalize your timesheet.

Paula Erickson

Last Sign In: Monday, January 01, 0001 12:03AM

20.08 PTO

Aug 19 - Aug 25 2023

Site / Assignment ↑↓	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Total	
IBM (BS) Event Project Manager-Sue Deric 8013	Paid Time Off	0.00	0.00	4.00	0.00	0.00	0.00	4.00	Comment Attachments Worked Saved Not Submitted
	Straight Time	0.00	0.00	4.00	8.00	8.00	8.00	36.00	
Total Hours	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	

Submit

Submit All For Approval

Once your time is successfully submitted, you will see the status change to Pending Approval.

Total

4.00
36.00

Comment Attachments Worked Yes

Pending Approval

Modify

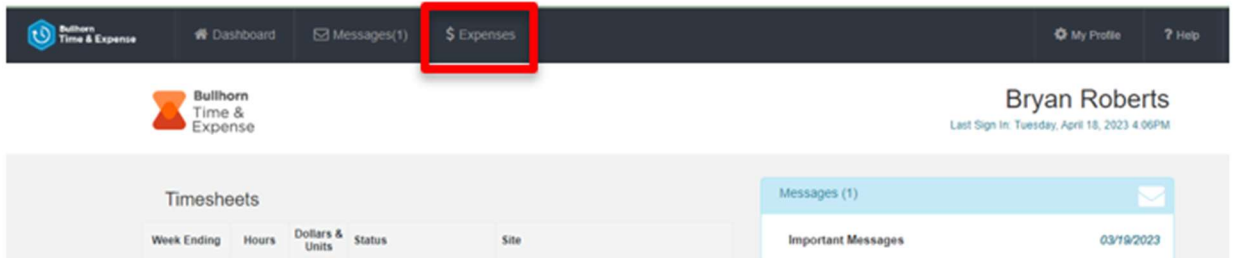
40.00

Submit All For Approval

If you do not work a week (and don't use PTO)- Please select the week and select Submit with zero hours. This will tell the system (and our Accounting Team) that you did not work. You will not receive the "Time Missing" emails.

Expenses

You must have prior authorization to submit Expenses.
To Enter an Expense Report- Click on "Expense" in the top menu.



Upload your receipts or email them to expenses@peoplenet-us.com (verify your Manage Email Address- so the system knows where you are sending the email from.) You should see the receipts in the Receipt Bank.

Step 1: Upload Receipts (Select from one of the following options)

Method	Action
File Upload	Upload File(s) From Your Computer <small>Acceptable formats: jpg, png, gif, tif, pdf</small>
Email	Email Images to expenses@peoplenet-us.com . You may also send images from your smartphone, e.g. iPhone, Android, or Blackberry. Images should be less than 4Mb in size. Acceptable formats: jpg, png, gif. Manage Email Address <small>Add additional email addresses that should be recognized as a valid "Sender" address</small>

Step 2: Ensure Uploaded Images Appear in the Receipt Bank
- No receipts available for attachment -

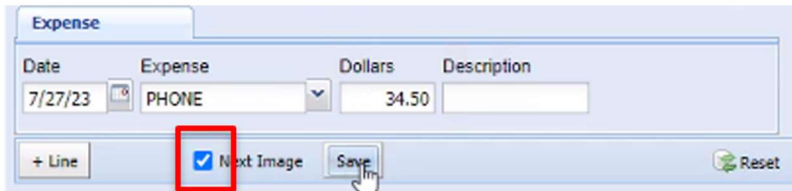
Select the appropriate Week-Ending Date and then, "Start a New Report".

Step 3: Start a New Expense Report

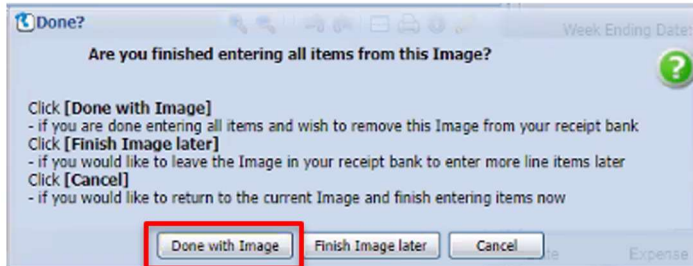
Select the Week-Ending Date for the new Expense Report:

4/21/2023

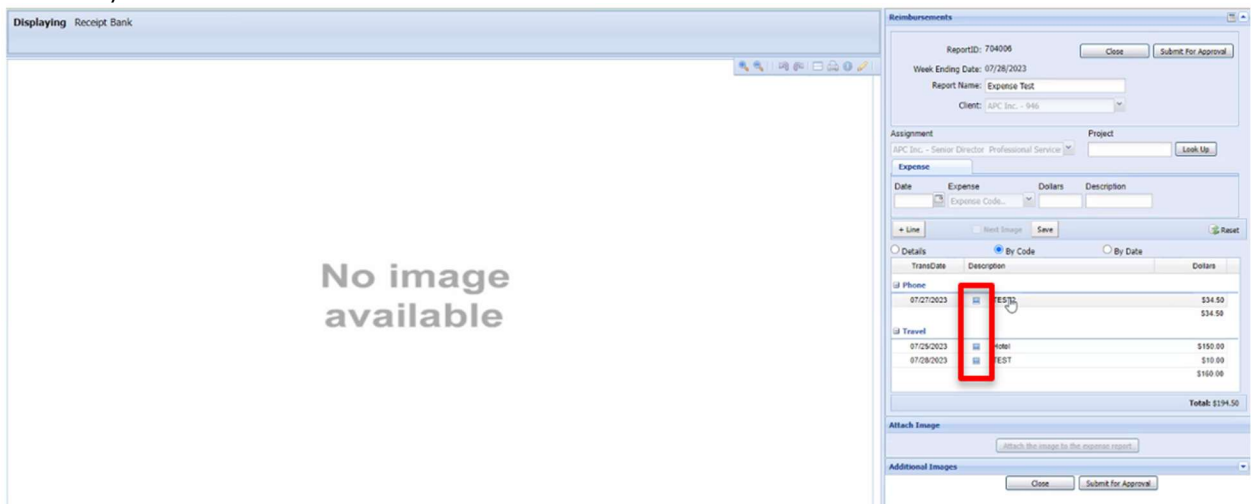
Select the appropriate Date, Expense Earn Code, Amount and Description. Be sure to select the checkbox for "Next Image". Add in extra lines if needed.



A pop up will appear. Select "Done with Image" to save the image on the left of the screen with the line item just entered.



When you have entered all of your expense lines- the image box on the left should be blank since all images have been attached to individual lines. The images are represented by small icons on each line.



When complete, select, "Submit for Approval".

Bullhorn Time & Expense Mobile App

You can use the mobile app to enter time. (You can't use it to enter expenses- they are working on that.)

If you would like to use the mobile app (you don't have to)- please go to the Google Play Store or Apple App Store:

<https://play.google.com/store/apps/details?id=com.peoplenet.mobilepunch>

<https://apps.apple.com/us/app/bullhorn-time-expense-mobile/id1119323814>

Download, "Bullhorn Time & Expense Mobile".

Be sure that you "Register" as a user on a computer internet browser before trying to use the Mobile App.

Client Code: APCA

Here is the Knowledge Base for the Bullhorn Time & Expense Mobile App-

<https://help.bullhorn.com/bhteTopics/s/topic/0TO3g00000001I2GAA/mobile>

Additional Information

***Please allow emails from donotreply@bte.bullhornstaffing.com, as our new system, Bullhorn Time & Expense, will send you email reminders on Friday and Sunday if you have not entered any time for the week.