

***** New Time Entry Process: [Effective 05/03/2021](#) *****

NextGen Global Resources, LLC has implemented a new Web Time Entry application to improve your experience. This email includes detailed instructions on how to register. **Please note that you will still be entering your time through your Verizon time keeping system as well.** Please register and find your assignment. Once you have found your assignment, you can begin entering time for the **week ending 05/09/2021.**

Please follow these steps to register and begin entering your time:

Go to <https://sl2-www.bte.bullhornstaffing.com/logon>

1. Click **Register** to create a new account
2. Enter your email address and create a password, then click **Next**
3. Enter your first name, last name, and last four digits of **SSN/SIN/PIN # 7392**
4. Click **Register**
5. When the *Find Your Assignment* page displays, select your assignment and click **Next** to view your Timesheet Dashboard
6. Select the correct week ending date to open your time card and enter your time for that week.
7. Please be sure to **Submit** your time by Sunday evening each week to ensure that your hours are approved and processed to payroll on time. Saved time is not sent to payroll.

Please allow emails from DoNotReply@peoplenet-us.com, as our new system, Bullhorn Time & Expense, will send you email reminders on Monday and/or Tuesday if you have not entered any time for the week.

For more information, please review the following registration and time entry articles:

- [Register and Find Your Assignment](#)
- [Time Entry](#)

Thank you,

Payroll NextGen

Bullhorn Time and Expense User Registration

If you don't have a Bullhorn Time and Expense account, navigate to <https://sl2-www.bte.bullhornstaffing.com/logon> and click **Register** and create an account.

Enter your email address and a password. Please note the password requirements for your organization and ensure that your passwords match. Then click **Next**.

Define your profile settings by entering your first name, last name, and 4-digit PIN. Then scroll down and click the green **Register** button at the bottom of the page.

Bullhorn US ENGLISH

Register Profile Settings Registration Complete Find Your Assignment

Your Profile Settings

General Settings *Required Fields

First name * Jane Last name * Morgan

Mat # of son / son * 1234

Contact Preferences

email * janemorgan@email.com

mobile carrier mobile number

After registering you will receive a *Registration Complete!* Message. Click **Search for your assignment**.

Bullhorn US EN

Register Profile Settings Registration Complete Find Your Assignment

Registration Complete!

You've created an account. Next, let's search for your assignment. Click **Search for your assignment** to continue.

Search for your assignment ▶

On the Find your Assignment page, click **Find Your Assignment**. Assignments you are assigned to will show up on the right hand panel. Select the appropriate one (for most users registering there will only be one) and click **Next**.

Bullhorn US ENGLISH SIGN OUT

Register Profile Settings Registration Complete Find Your Assignment

Find Your Assignment

Find your assignment by filling out the following fields:

First name: Jane

Last Name: Morgan suffix

Last 4 of ssn / Jan: 1234

email: janemorgan@email.com

Find Your Assignment

Don't see yourself? 1 Result

Jane Morgan 015

Arena's Deli AVR Manager-Kim Stude
Employee ID: 3125126

ja*****an@email.com

Don't see yourself? **Next**

From the Timesheet Dashboard, click on the Week Ending date you would like to enter time for.

Bullhorn Time & Expense Dashboard Expenses My Profile Help Sign Out

Bullhorn Time & Expense Jane Morgan Last Sign In: Wednesday, May 20, 2020 4:36PM

Timesheets

Week Ending	Hours	Dollars & Units	Status	Site
5/22/2020	0.00		No Time Entered	
5/15/2020	0.00		No Time Entered	
5/8/2020	0.00		No Time Entered	
5/1/2020	0.00		No Time Entered	
4/24/2020	0.00		No Time Entered	

Showing 1 To 5 of 26 Entries

Messages (1)

Important Messages 09/06/2012

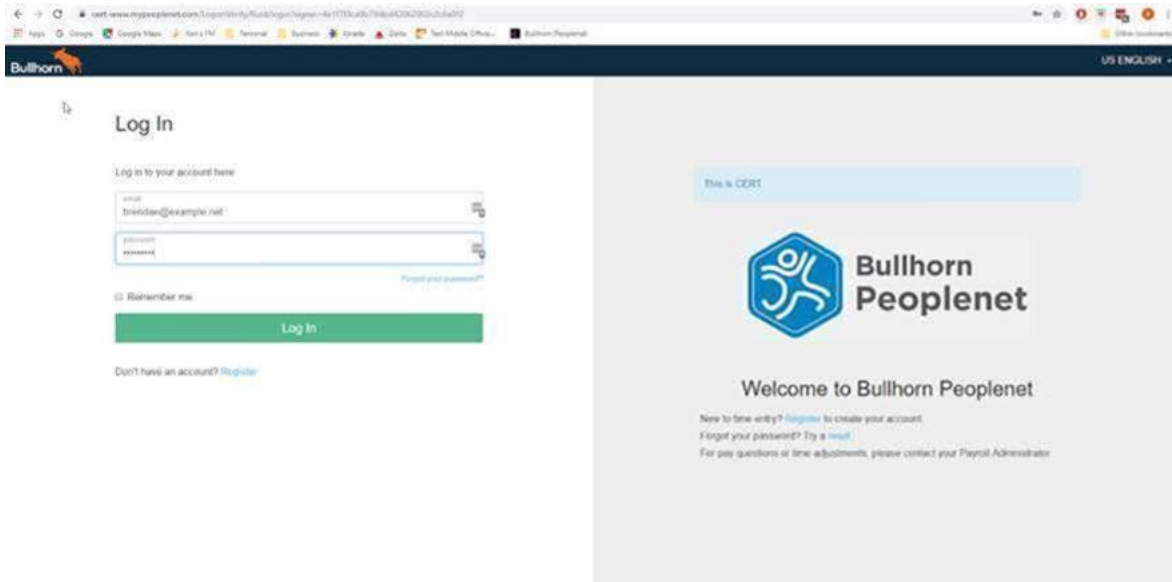
From: PeopleNet

Note: Video tutorials and product guides are available throughout the application. Adobe Reader is required to view PDFs. Download a free copy of Adobe Reader

Instructions on how to enter time can be found in the section below on Logging In With An Existing Account.

Logging In and Entering Time with An Existing Account

Go to the Bullhorn Time and Expense website: <https://cert-www.mypeoplenet.com>. Enter your email address and password. Click **Log In**.



If you do not yet have an account, use the instructions above to register for an account.

From the Timesheet Dashboard, click on the Week Ending date you would like to enter time for.

Bullhorn Time & Expense | Dashboard | Expenses | My Profile | Help | Sign Out

Bullhorn Time & Expense | Jane Morgan | Last Sign In: Wednesday, May 20, 2020 4:36PM

Timesheets

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5/1/2020	0.00		No Time Entered	
4/24/2020	0.00		No Time Entered	

Showing 1 To 5 of 26 Entries

Messages (1)

Important Messages 09/06/2012

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Enter and save time by clicking on the day you would like to enter time for

Bullhorn Time & Expense | Dashboard | Expenses | My Profile | Help | Sign Out

Bullhorn Time & Expense | Jane Morgan | Last Sign In: Wednesday, May 20, 2020 4:36PM

May 16 - May 22 2020

Site / Assignment	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Total		Worked	Saved Not Submitted
Arena's Dell A/R Manager-Kim Stude 2384677	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		No	Submit
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Submit All For Approval

Depending on your Staffing Agency's settings you will be able to enter your time as Hours Per Day or as In/Out Time. Double click on the 0.00 to highlight and delete, then enter your time. Click **OK**

You are viewing this system as Laura Shan

Monday 5/3/2021

Work Hours

The total number of worked hours

0.00

Hours

Time Reporting Code
Regular

In AM Out AM

Meal
Out AM In AM

+ Work + Meal

Work Information

Fill out the fields below


Comments

Copy to Next Day Copy through Friday Clear All Entries Ok

Once time is entered for each day that you worked, click on the clip to attach a screenshot of your **Verizon** timecard.

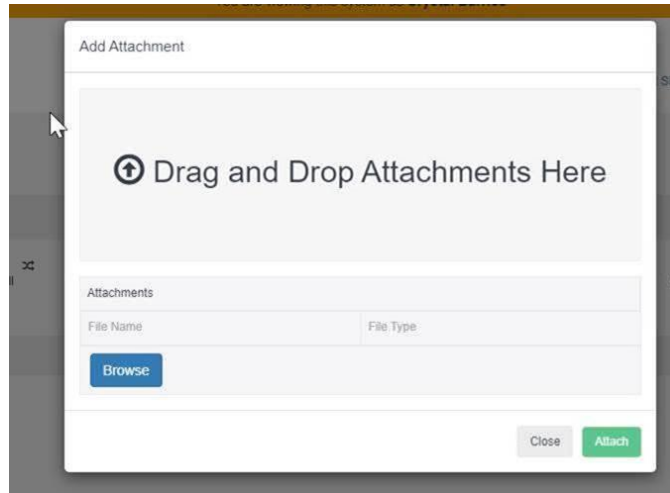
Expense Last Sign In: Sunday, December 31, 0000 11:09PM

May 2 - May 8 2021

Site / Assignment	Sun 5/02	Mon 5/03	Tue 5/04	Wed 5/05	Thu 5/06	Fri 5/07	Sat 5/08	Total		Worked	Saved Not Submitted
Verizon OSP Engineer - II-Verizon TAPFIN Payroll 6211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>	Submit
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Submit All For Approval

Submit attachment



Now you are ready to submit your time. Click one of the green **Submit** buttons to finalize your timesheet.

Site / Assignment	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Total	
Arena's Deli A/R Manager-Kim Stude 2384677	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	Worked Yes <input type="checkbox"/> Saved Not Submitted Submit
Total	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00	

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



Jane Morgan

Last Sign In: Wednesday, May 20, 2020 4:36PM

May 16 - May 22 2020

Site / Assignment	Sat 5/16	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Total		Worked	
Arena's Deli A/R Manager-Kim Stude 2384677	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00		Yes	Pending Approval
Total	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00			

Submit All For Approval