Supplier: How to Enter Time on behalf of a Contract Worker

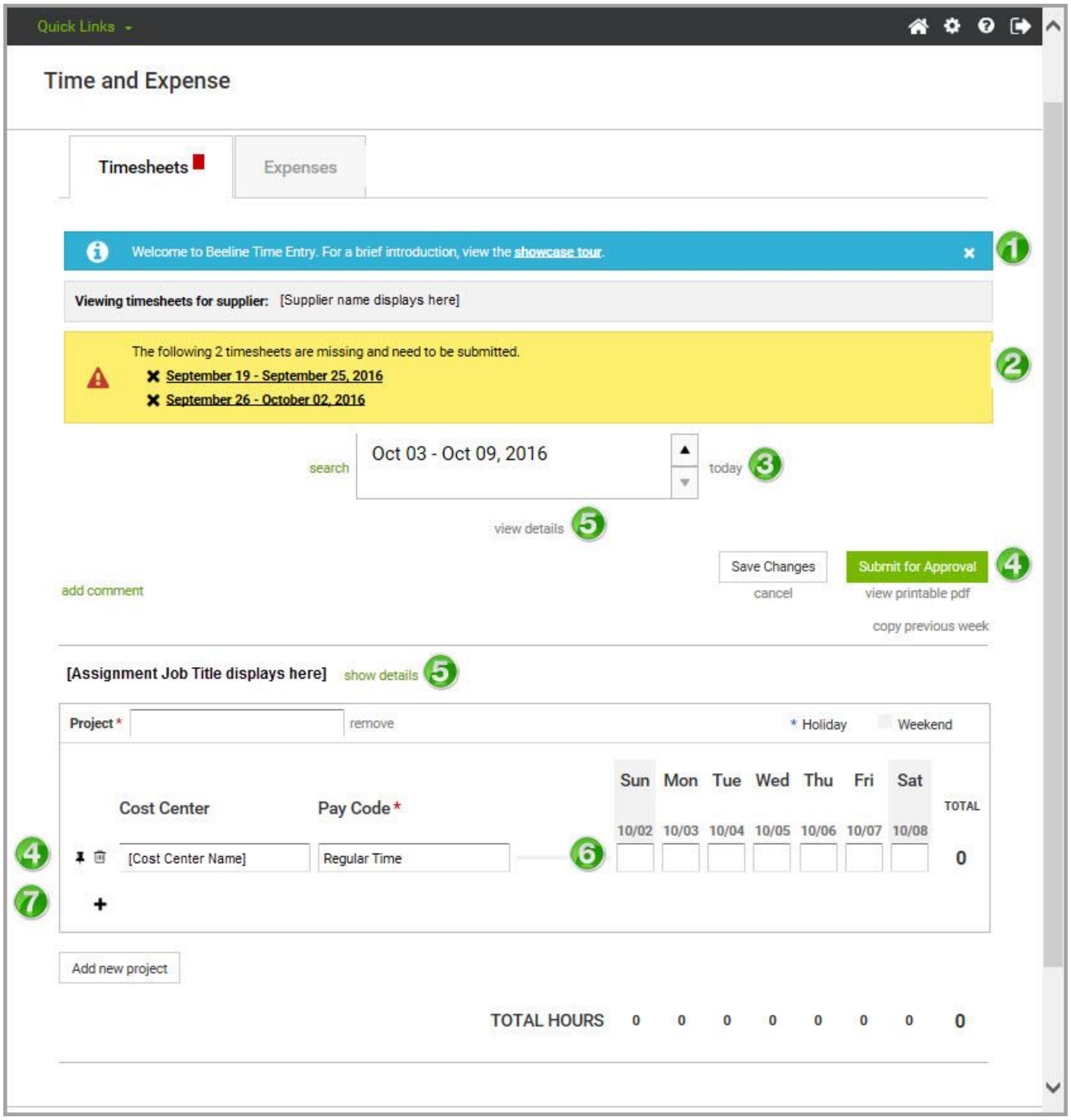
This document provides supplier users with the steps necessary to enter time on behalf of a contract worker. This guide is based on standard classic Beeline VMS configuration. Client-specific configurations may vary slightly from what is explained here.

To enter time on behalf of a contract worker:

1. Log in to Beeline using your *user name* and *password*. Your Home screen appears.
2. Select **Search Timesheets** as the search category for the Simple Search option located above the Header Menu bar.
3. Enter key information to identify the contract worker (e.g., Name, Beeline ID), in the Simple Search text box, then click the matching record link when it displays. The screen refreshes to show the timesheets time entry view. Check the Resource section to make sure you are viewing the correct contract worker record.

   The Beeline Time and Expense (BTE) module is designed to manage both time and expense based on client preference. Some clients only permit time entry. If you are using a client account that permits BOTH time and expense entry, be sure that the correct tab (i.e., Timesheets, Expenses) is the active tab when making entries.

4. Review the Showcase Tour to get familiar with all the BTE time entry features and options. An overview is provided below.



Time Entry Features Include:

Showcase Tour
To become familiar with standard timesheet features, start by viewing the showcase tour. Once you are familiar with these features, click the “x” to hide this section from displaying in the future.

Alerts
An alert displays to notify you of any missing or rejected timesheets. Click the timesheet link to view each referenced timesheet. A small red box also displays in the Timesheets tab when there are alerts. The number in the red box indicates the total number of alerts.

Navigation
The Date Picker provides for easy navigation between timesheets. Use the “up” or “down”

arrows to locate previous or future timesheets. Click the “today” link to return to the current timesheet.

4 Actions (Timesheet)

The Save Changes button lets you make multiple adjustments to your timesheet before you submit it for approval. When you save changes, the Date Picker section updates to a status of “not submitted” and indicates the total number of hours for the week. Multiple changes may be made to a timesheet before submittal.

When the timesheet entries are complete, click **Submit for Approval**. The status will update in the Date Picker section and the timesheet is forwarded to the timesheet approver. To save a copy of the submitted timesheet, click the “view printable pdf” link and then use the save feature.

Actions (Line Item)

Individual line items in a timesheet include the ability to “pin” them so they appear on each subsequent timesheet. Click the pin icon to select which line items should repeat. Use the trashcan icon to select which line items to delete.

5 Details

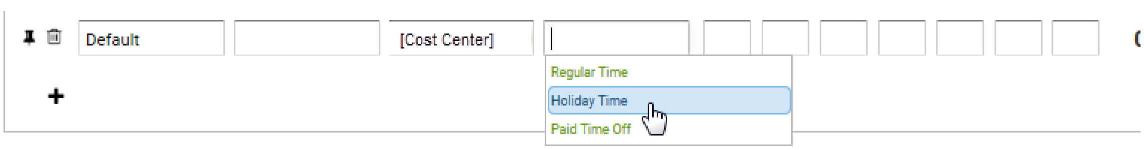
There are two “details” links on the timesheet. The “view details” link below the Date Picker displays a log for timesheet history. The “show details” link next to the assignment job title name displays additional details related to the assignment record.

6 Hours

Enter the total number of hours worked under the date for the matching day of the week. There is an optional Comment box if needed. The total number of hours entered for each day will also display beneath the timesheet entry section and indicate the total for that calendar week.

7 Add New Task or Project

Click the “+” (plus) sign to add a new line item (i.e., task) to the existing project or use the “add new project” link to add a new section (i.e., project) to the timesheet. A new line item needs be added for each task or Pay Code (e.g., Holiday Time or Paid Time Off). To make selections for Project, Task, etc. just start typing and a list of suggestions appears for your selection.



Remember to click **Submit for Approval** when the timesheet is complete!