

# How to Submit Timesheet on Hire Up Portal

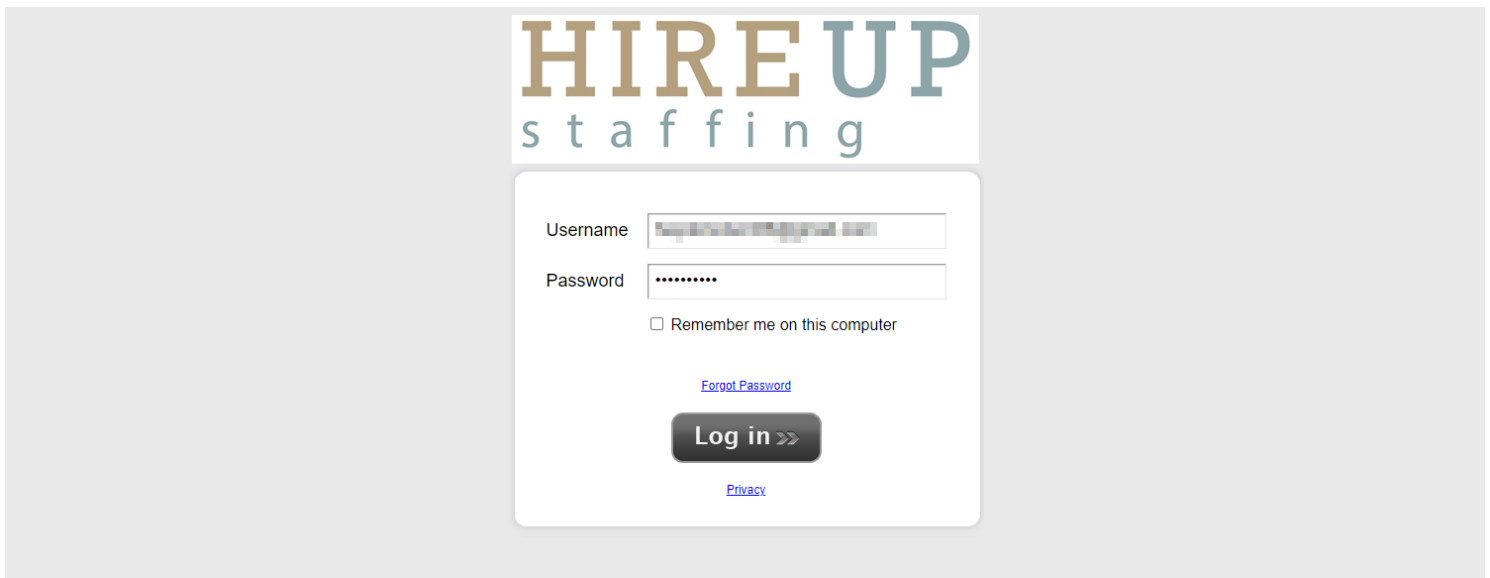
The importance of submitting your timesheets on time is paramount. We understand the significance of a seamless payroll process. Rest assured, Kirkman Beck LLC (i.e. Hire Up) has streamlined the procedure to make it incredibly easy for everyone. Follow the simple directions below to effortlessly submit your timesheets each week and ensure timely payment.

**Please follow the instructions below to submit Timesheet by Monday each week:**

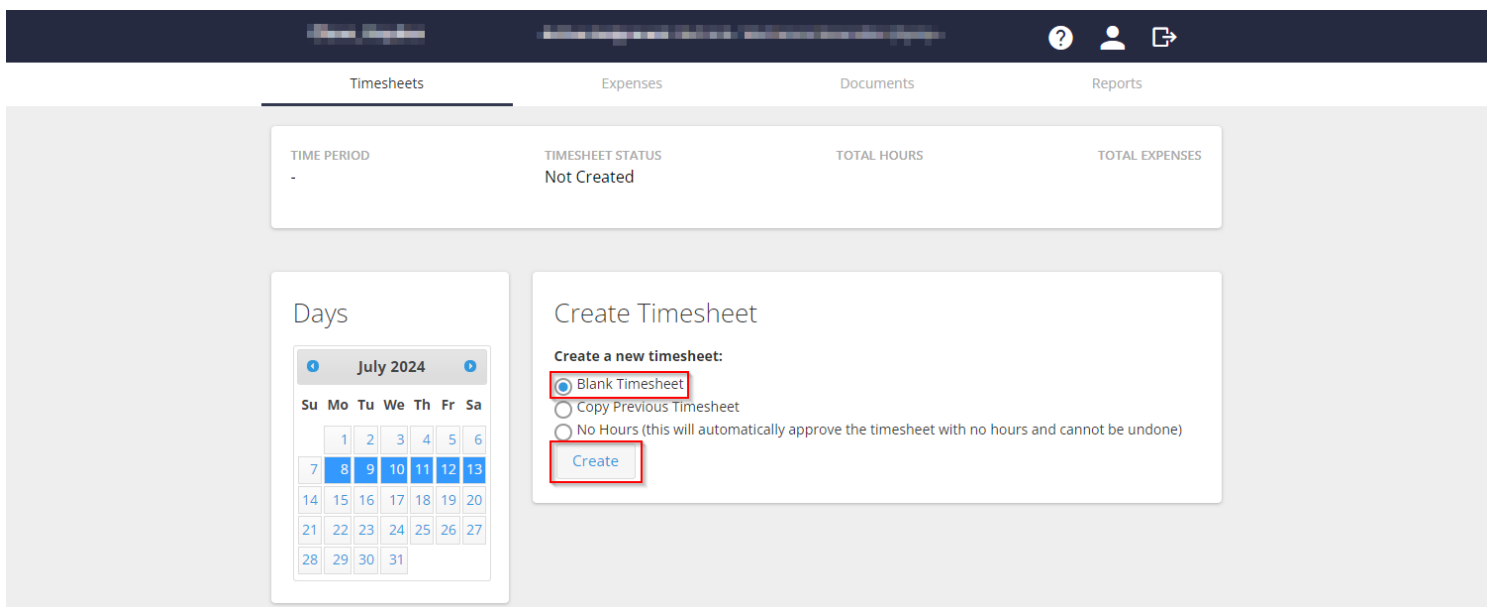
1. Please visit the Hire Up Portal Link provided below.

**Link:** <https://hireup.bbo.bullhornstaffing.com/Login/?sReferrer=L2VtcGxveWVLLw==>

2. Once on Hire Up Portal Login page, please use your Hire Up credentials to login



3. The website should log you in and immediately show you the "Timesheets" tab. On the Timesheets tab, please select "**Blank Timesheet**" and click "**Create**"



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- Once you've created your Blank Timesheet, the current Payroll Cycle will appear on the Left Hand Side. Please click one day at a time to add your Hours.

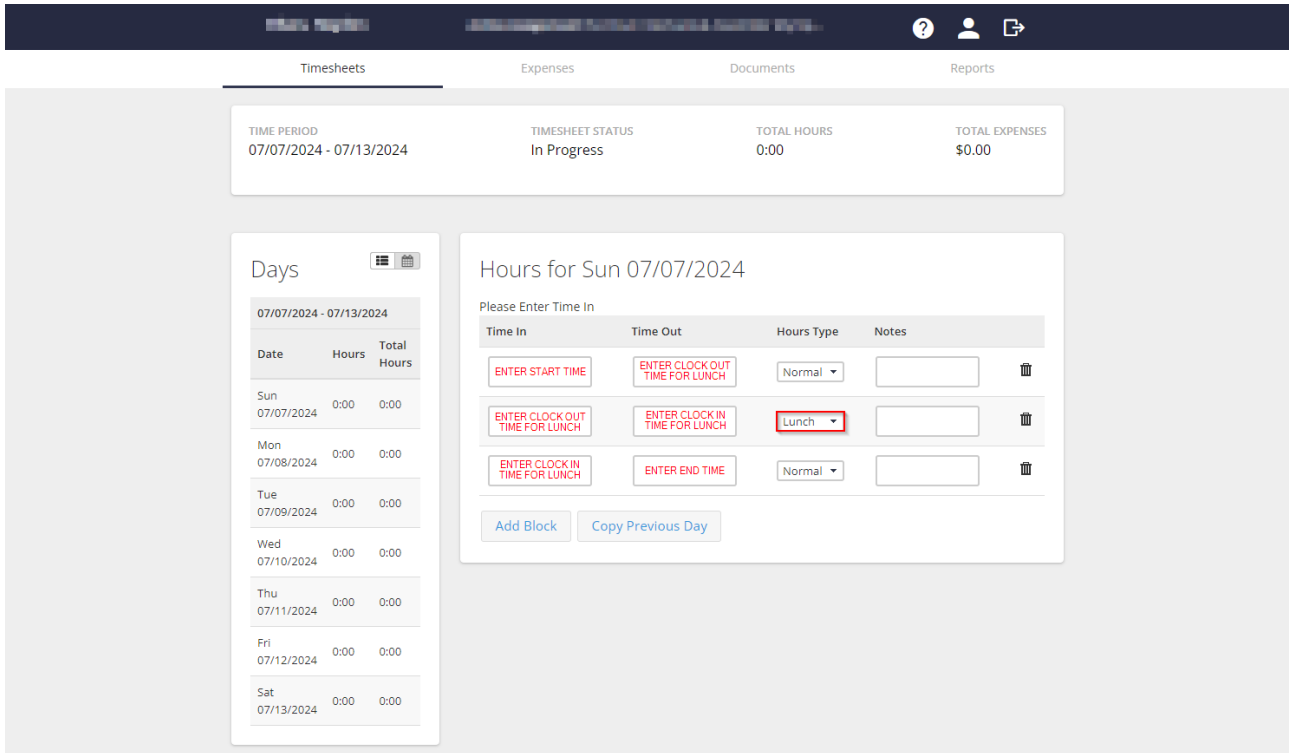
The screenshot shows the 'Timesheets' section of the Hire Up Portal. At the top, there are navigation tabs for 'Timesheets', 'Expenses', 'Documents', and 'Reports'. Below this, a summary box displays: TIME PERIOD: 07/07/2024 - 07/13/2024; TIMESHEET STATUS: In Progress; TOTAL HOURS: 0:00; TOTAL EXPENSES: \$0.00. On the left, a 'Days' list shows dates from Sun 07/07/2024 to Sat 07/13/2024, with the Sunday entry highlighted in red. On the right, the 'Hours for Sun 07/07/2024' form is empty, featuring input fields for 'Time In', 'Time Out', a 'Hours Type' dropdown (set to 'Normal'), and a 'Notes' field. Below the form are 'Add Block' and 'Copy Previous Day' buttons.

- After selecting a day that you worked, go ahead and click "Add Block" twice

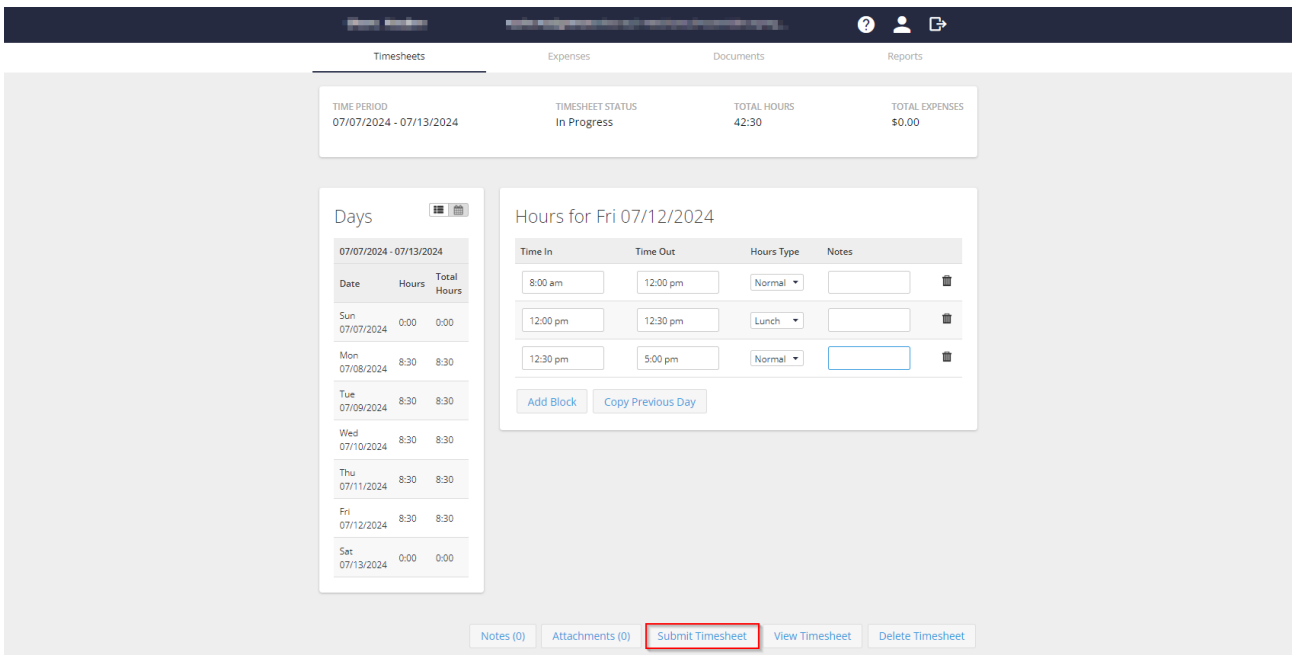
This screenshot is identical to the previous one, but with the 'Add Block' button in the 'Hours for Sun 07/07/2024' form highlighted with a red box, indicating the next step in the process.

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6. Once you have 3 rows showing, then go ahead and add your hours. Please follow the following Guidelines to properly add your hours:
  - o REMINDER: Please change the 2<sup>nd</sup> Row "Hours Type" to "Lunch" to ensure hours are logged correctly.

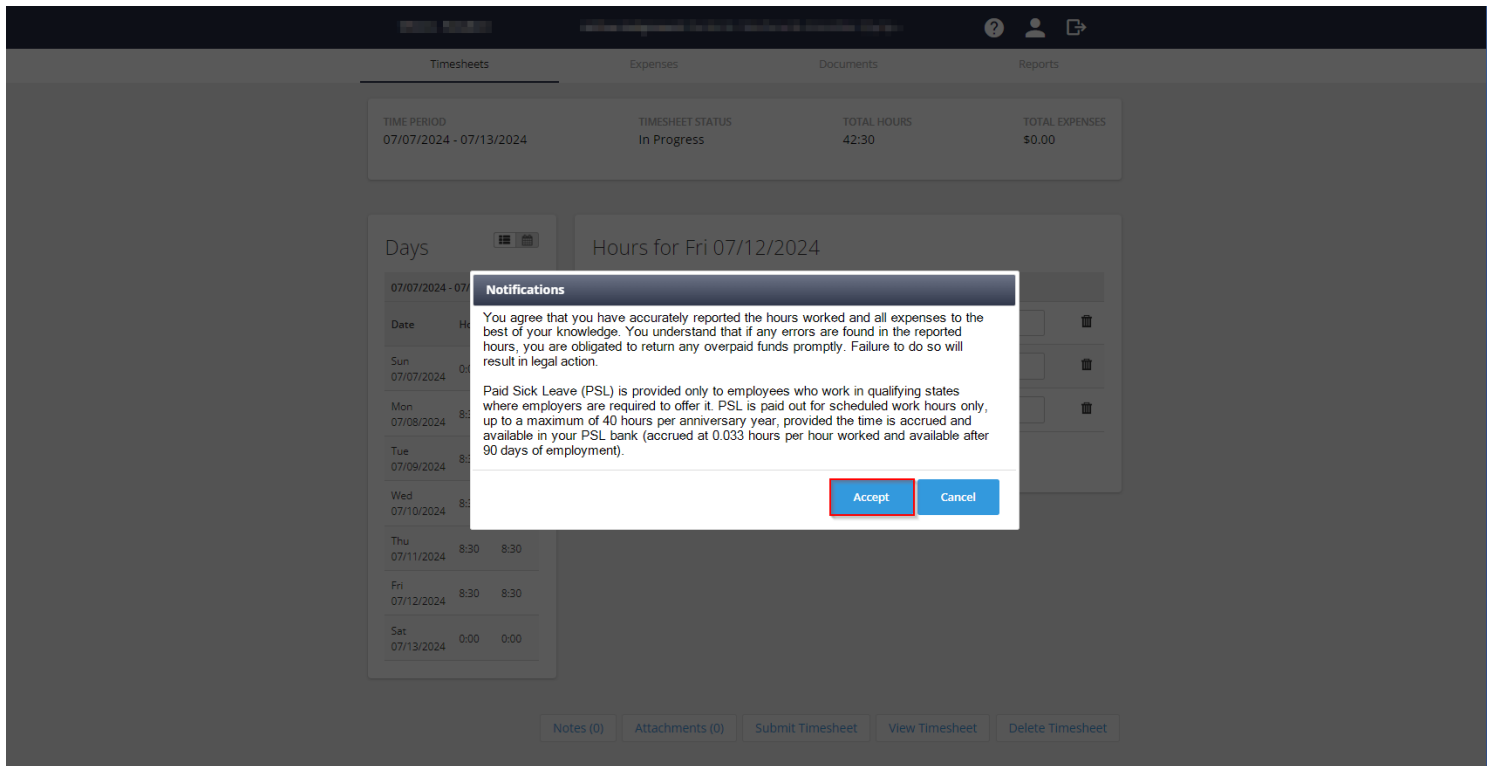


7. After plugging in ALL your hours for the week, please select "Submit Timesheet".
  - o Please do NOT submit before entering ALL hours for the week. Once timesheet is submitted, the Payroll week Timesheet cannot be adjusted. If submitted prematurely, please contact payroll@hireupss.com .



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8. When Submitting Timesheet, a notification will appear as a reminder of Payroll Accuracy Laws and the Hire Up Paid Sick Leave Policy. Clicking **"Accept"** will officially Submit your timesheet.



9. Once you've clicked "Accept", your timesheet will be officially Submitted. If there is any errors or any additional adjustments that need to be made after Submitting the Timesheet, please email [payroll@hireupss.com](mailto:payroll@hireupss.com) for assistance.

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Please follow the instructions below to add Paid Sick Leave hours to Timesheet if working in Qualified State mandated State (i.e. California) :

1. After logging into Hire Up Portal and Creating a "Blank Timesheet", please Add the hours that you have worked. After Worked Hours have been added, please select the Day that you would like to add Paid Sick Leave to.
  - o If you intend to use "PSL" hours for a full workday's worth, please enter the hours you would've worked and change the Hours Type to "PSL".

The screenshot shows the 'Timesheets' section of the Hire Up Portal. At the top, there are tabs for 'Timesheets', 'Expenses', 'Documents', and 'Reports'. Below these, a summary box displays: TIME PERIOD: 07/08/2024 - 07/14/2024; TIMESHEET STATUS: In Progress; TOTAL HOURS: 8:30; TOTAL EXPENSES: \$0.00.

On the left, a 'Days' panel shows a calendar for 07/08/2024 - 07/14/2024. The 'Hours for Mon 07/08/2024' panel is active, showing a table with columns: Time In, Time Out, Hours Type, and Notes. Two entries are visible: 8:00 am to 12:00 pm and 12:30 pm to 5:00 pm, both with 'PSL' selected in the 'Hours Type' dropdown menu. Below the table are buttons for 'Add Block' and 'Copy Previous Day'. At the bottom, there are buttons for 'Notes (0)', 'Attachments (0)', 'Submit Timesheet', 'View Timesheet', and 'Delete Timesheet'.

- o If you intend to use "PSL" hours for only a partial workday's worth, please enter the hours your worked hours (as normal), then add the hours you would've worked and change the Hours Type to "PSL".

This screenshot shows the same 'Timesheets' interface as above, but with a 'Times Overlap' warning: 'Times Overlap: 07/08/2024 12:00 pm-07/08/2024 12:30 pm with 07/08/2024 12:00 pm-07/08/2024 12:30 pm'. The 'Hours for Mon 07/08/2024' panel shows four entries: 8 am to 12 pm (Normal), 12 pm to 1230 pm (Lunch), 1230 pm to 2 pm (Normal), and 2 pm to 5 pm (PSL). The 'PSL' dropdown is highlighted with a red box. The rest of the interface, including the 'Days' panel and bottom buttons, remains the same.

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