

# Supervisor Timesheet Approval Instructions

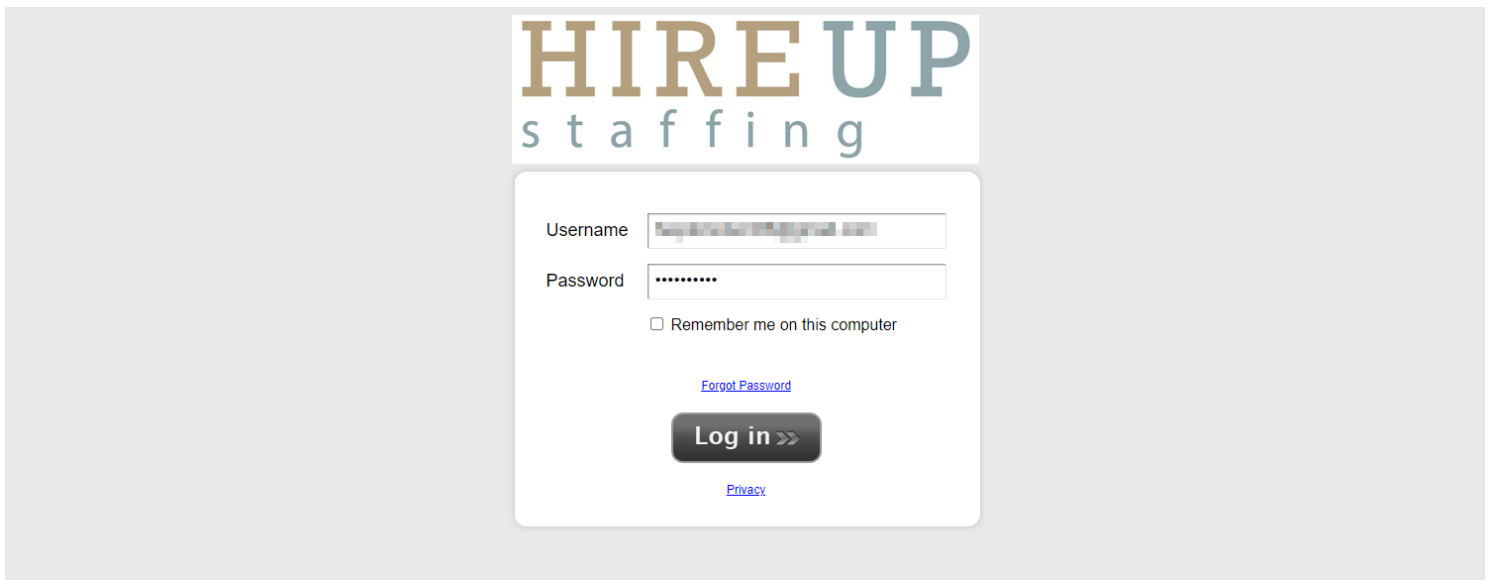
The importance of approving timesheets under your supervision on time is paramount. We understand the significance of a seamless payroll process. Rest assured, Kirkman Beck LLC (i.e. Hire Up) has streamlined the procedure to make it incredibly easy for everyone. Follow the simple directions below to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

**Please follow the instructions below to review and approve Timesheets under your supervision:**

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 Supervisor credentials to login
  - o If you have not received your Hire Up Supervisor credentials, please email payroll@hireupss.com

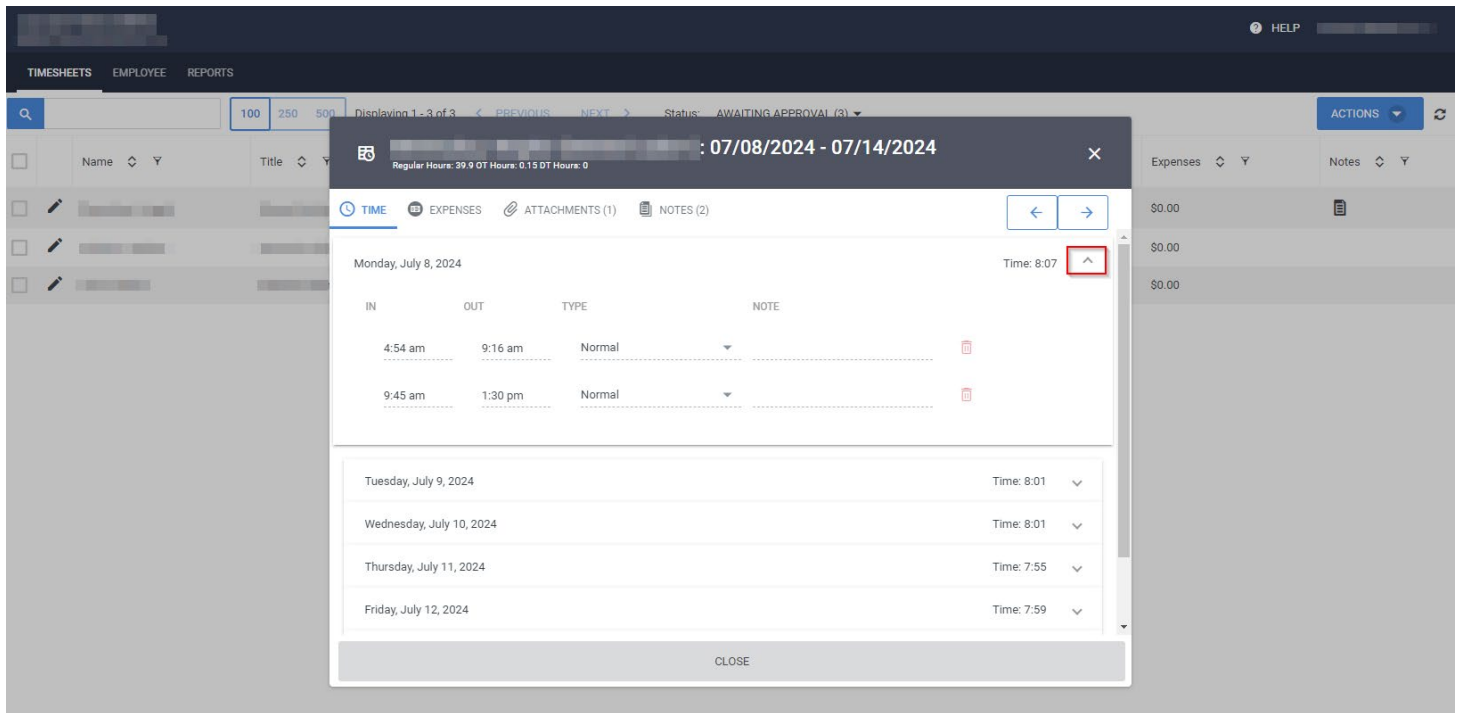


3. The website should log you in and immediately show you the "Timesheets" tab. On the Timesheets tab, please select click the **pencil icon** to review each timesheet for your employees.

	Name	Title	Timesheet Period	Regular Hours	OT Hours	DT Hours	Expenses	Notes
<input type="checkbox"/>			07/08/2024 - 07/14/2024	39.9	0.15	0	\$0.00	
<input type="checkbox"/>			07/08/2024 - 07/14/2024	38.03	0.03	0	\$0.00	
<input type="checkbox"/>			07/08/2024 - 07/14/2024	40	0.13	0	\$0.00	

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4. The Timesheets will allow you to click on each day the Candidate has submitted hours for approval. Please click on each day to review all hours that have been submitted.
  - o If Timesheet does not reflect the Lunch Breaks that were taken, please reject timesheet.
  - o If Timesheet does not reflect ALL the hours that were worked, please reject timesheet.
  - o If Timesheet includes hours that were not worked, please reject timesheet.



5. After reviewing the each day submitted on the Timesheet, Close the Timesheet and click the Checkbox of the timesheet you would like to approve. Once Checkbox is selected Click the blue **"SELECTED"** button, click the **"Approve"** option.



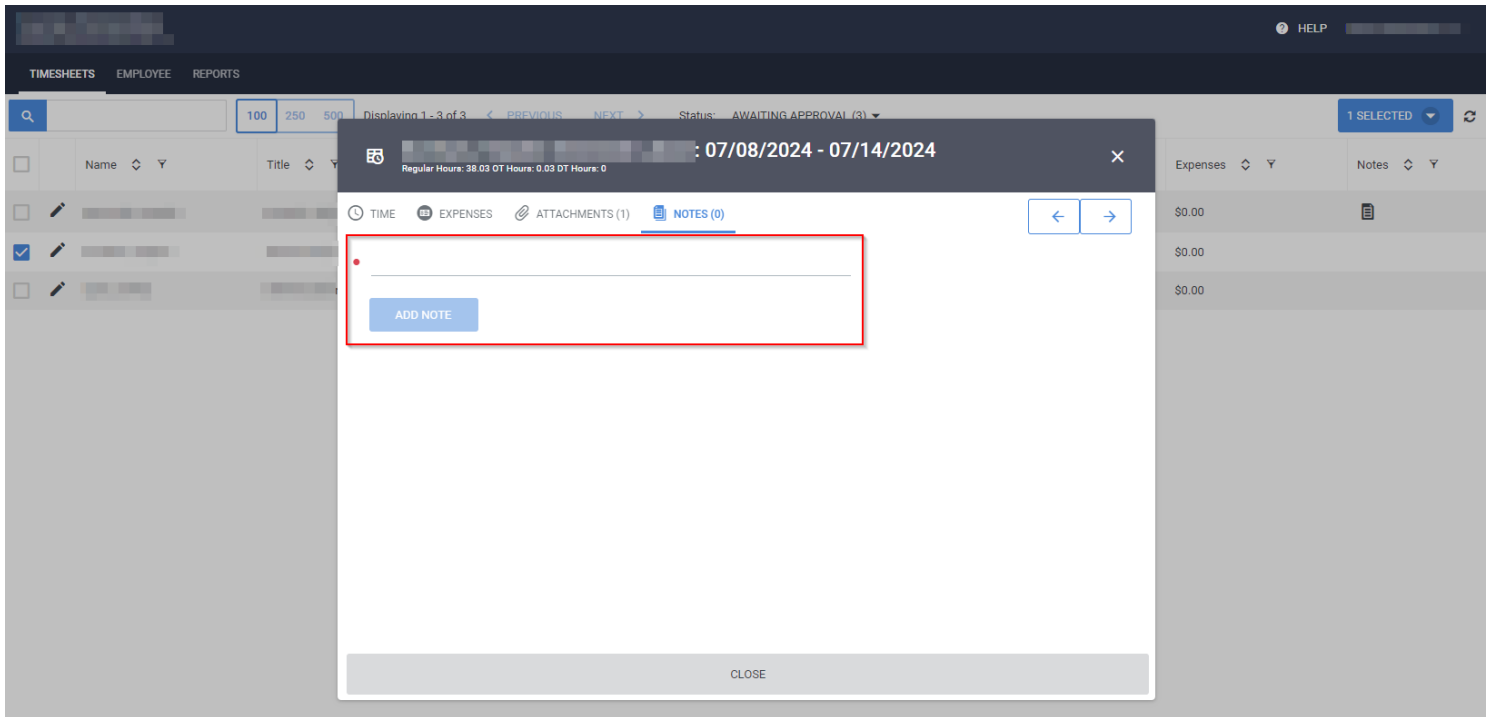
6. Please continue this process until all Timesheets under your Supervision have been approved.

***Any Timesheet not approved before the Payroll Processing deadline will result in Employee(s) having at least a one-week delay in payment.***

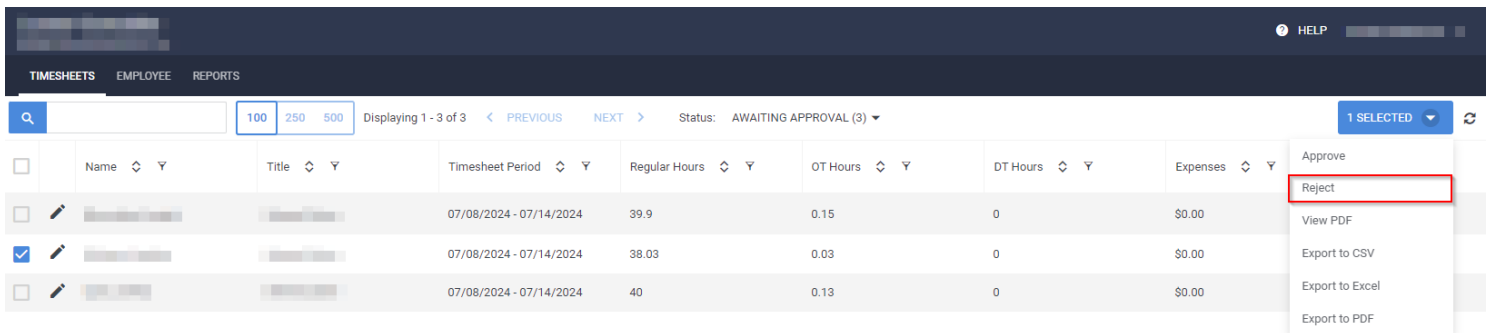
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## Reject Timesheet Instructions:

1. If reviewing a timesheet, you notice that the hours submitted are incorrect, please Click the "NOTES" tab and add a note with the corrections needed.



2. Once a note has been added with the corrections, Close the Timesheet and click the Checkbox of the timesheet you would like to reject. Once Checkbox is selected Click the blue "SELECTED" button, click the "Reject" option.
  - o Note: This will alert the Hire Up Payroll Coordinator and the Candidate.



3. The Rejected Timesheet will be reviewed and revised in a timely manner. Once revision has been made, the Hire Up Payroll Coordinator will email asking for approval on the revised Timesheet.  
**Please review and approve via email or Hire Up Portal before Payroll processing begins to ensure that the candidate is paid on time!**