


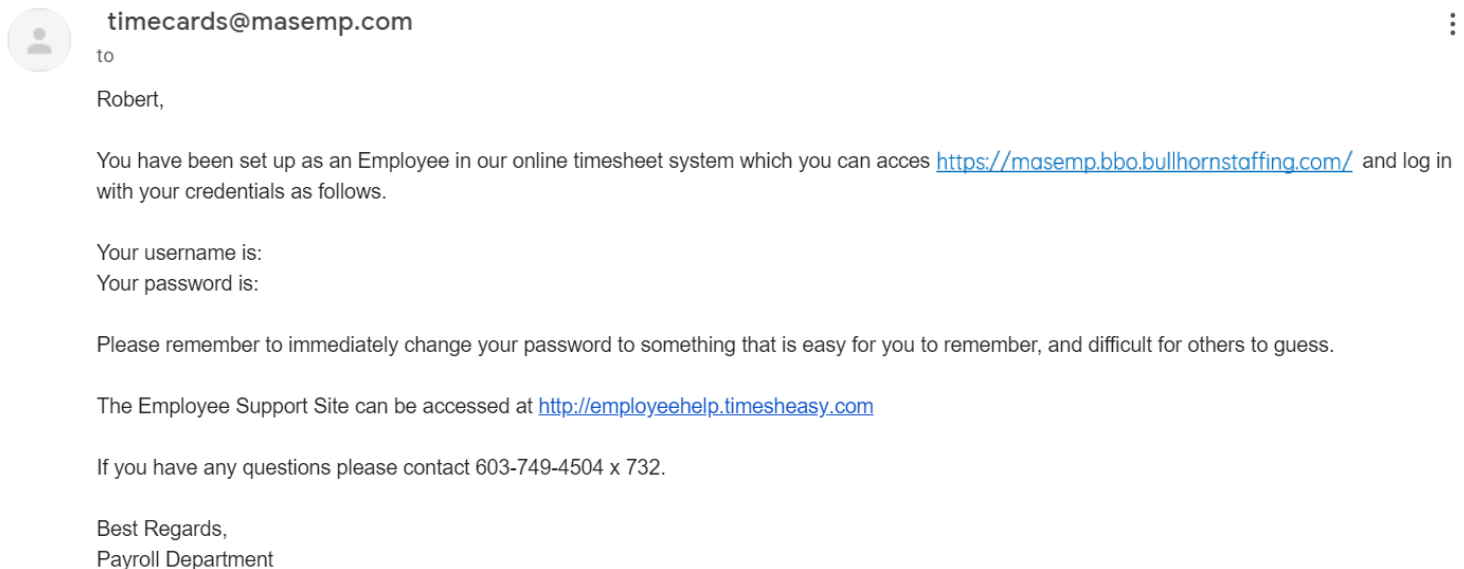
Electronic Timecard Procedures

Timecards are due on Monday by 10:00 AM

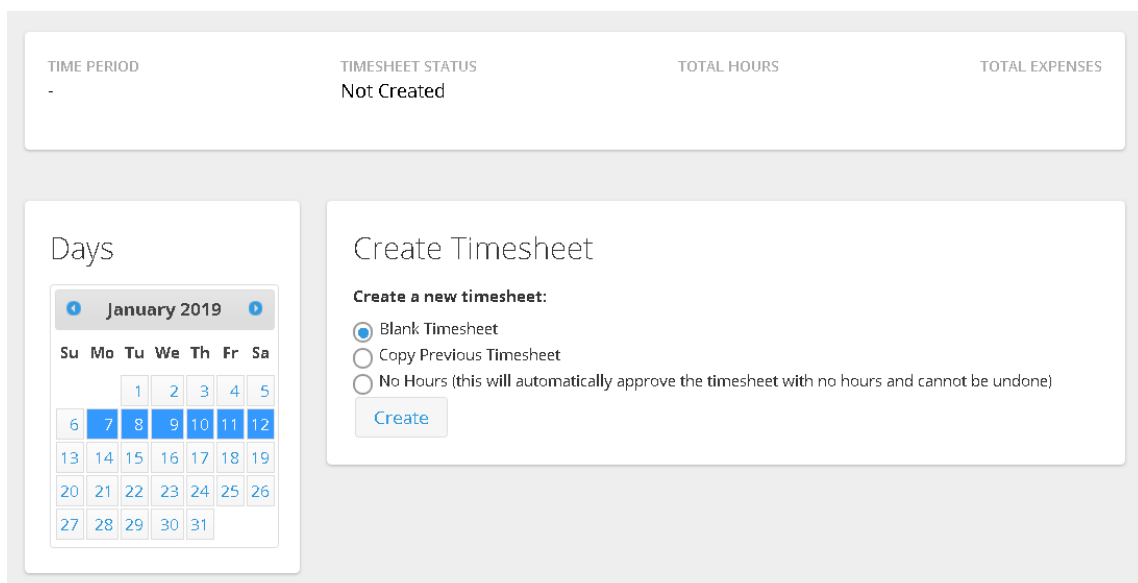
<https://masemp.bbo.bullhornstaffing.com/>

1. You will receive an email from timecards@masemp.com that contains a link that will bring you to the login screen. A sample email is shown below. Your username and autogenerated password will be included in the email. You can change your password at the top of the screen once logged in by clicking on the following icon 

Your timesheet account has been created.



2. Once logged in, you will see three options when it comes to creating a timesheet. You can either select “Blank Timesheet,” “Copy Previous Timesheet” or “No Hours.” After selecting one



of these options, you must select the work week you are entering hours for using the calendar on the left side of the screen.

3. Select the day you want to enter hours for and fill in the hours you worked using the “Time In,” “Time Out” and “Hours Type” options. The “Hours Type” option is used to differentiate between hours worked and breaks/lunches. Please record all breaks and lunches each day.
 - “Normal” and “Break less than 20 minutes” will be paid
 - “Lunch” and “Break over 20 minutes” will be unpaid.
 - Use “Notes” to record any paid lunches or holiday hours.
 - All hours entered are automatically saved

The screenshot displays a timesheet application interface. At the top, a summary bar shows: TIME PERIOD (12/30/2018 - 01/05/2019), TIMESHEET STATUS (In Progress), TOTAL HOURS (8:00), and TOTAL EXPENSES (\$0.00). On the left, a 'Days' calendar shows the selected period from 12/30/2018 to 01/05/2019, with a table listing dates and total hours. The main area shows 'Hours for Sun 12/30/2018' with a table for Time In, Time Out, Hours Type, and Notes. The table contains three entries: 8:00 am to 12:00 pm (Normal), 12:00 pm to 12:30 pm (Lunch), and 12:30 pm to 4:30 pm (Normal). Below the table are 'Add Block' and 'Copy Previous Day' buttons. At the bottom, there are buttons for 'Notes (0)', 'Attachments (0)', 'Submit Timesheet', 'View Timesheet', and 'Delete Timesheet'.

TIME PERIOD	TIMESHEET STATUS	TOTAL HOURS	TOTAL EXPENSES
12/30/2018 - 01/05/2019	In Progress	8:00	\$0.00

Date	Hours	Total Hours
Sun 12/30/2018	8:00	8:00
Mon 12/31/2018	0:00	0:00
Tue 01/01/2019	0:00	0:00
Wed 01/02/2019	0:00	0:00
Thu 01/03/2019	0:00	0:00
Fri 01/04/2019	0:00	0:00
Sat 01/05/2019	0:00	0:00

Time In	Time Out	Hours Type	Notes
8:00 am	12:00 pm	Normal	
12:00 pm	12:30 pm	Lunch	
12:30 pm	4:30 pm	Normal	

Buttons: Add Block, Copy Previous Day, Notes (0), Attachments (0), Submit Timesheet, View Timesheet, Delete Timesheet

4. Click the “View Timesheet” button at the bottom of the page to view your timesheet. When you confirm that all your hours are entered and correct, you must select the “Submit Timesheet” at the bottom of the page. This will send your hours to your supervisor for approval. Once the hours are approved they are sent to Payroll. ***WARNING: if you do not hit the submit button your hours will not be sent for approval and could lead to payroll delays.**

Field Employee: candidate, test (Test electronic time cards)
 Company: Test company (contact, Test)
 Period: 12/30/2018 - 01/05/2019

Masiello

EMPLOYMENT SERVICES

A LEDDY GROUP COMPANY

Date	Daily Hours	Total Hours	Details	Type	Notes
Sun 12/30	8.00	4.00	8:00 am-12:00 pm	Normal	
		0.50	12:00 pm-12:30 pm	Lunch	
		4.00	12:30 pm-4:30 pm	Normal	
Mon 12/31	0.00	0.00			
Tue 01/01	0.00	0.00			
Wed 01/02	0.00	0.00			
Thu 01/03	0.00	0.00			
Fri 01/04	0.00	0.00			
Sat 01/05	0.00	0.00			

Hours Summary

Regular	8.00
Overtime	0.00
Doubletime	0.00

Expense Summary

Amount	\$0.00
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Notes

It is hereby certified that the hours listed above are correct and that the work was performed in a

You agree that you have entered the correct hours worked, and that all hours and expenses are accurate to the best of your knowledge.

Field Employee Signature: Electronically Submitted by candidate, test on (01/09/2019 3:50 pm) at 70.91.128.66