LeddyGroup

Electronic Timecard Procedures <mark>for 3rd Shift</mark>

Timecards are due on Monday by 10:00 AM
https://timecards.bbo.bullhornstaffing.com/

1. You will receive an email from timecards@leddygroup.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.

timecards@leddygroup.com
to

Robert,

You have been set up as an Employee in our online timesheet system which you can access at https://timecards.bbo.bullhornstaffing.com/ and log in with your credentials as follows.

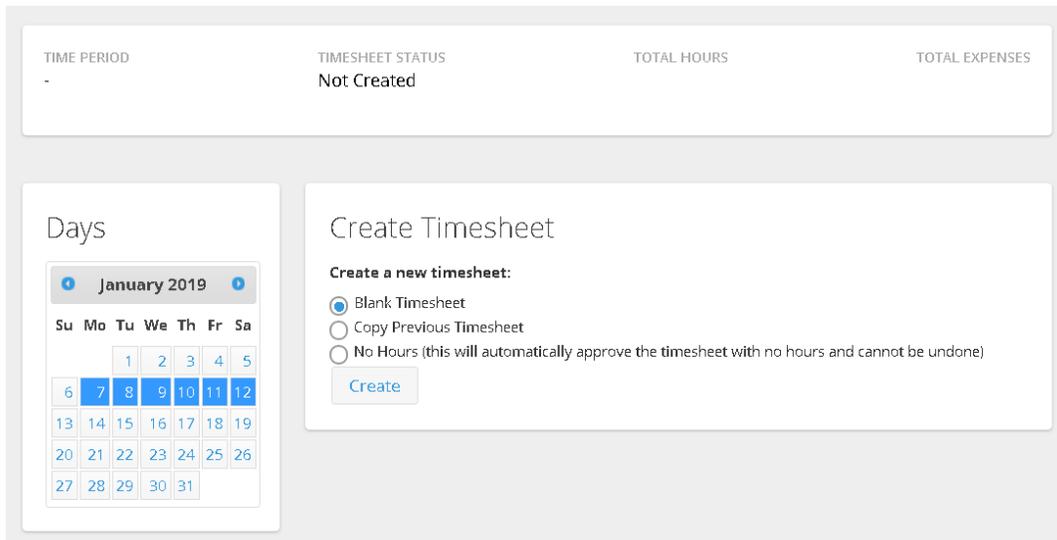Your username is:
Your password is:

Please remember to immediately change your password to something that is easy for you to remember, and difficult for others to guess.

The Employee Support Site can be accessed at http://employeehelp.timesheasy.com

If you have any questions please contact 603-749-4504 x 732.

Best Regards,
Payroll Department

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.

TIME PERIOD	TIMESHEET STATUS	TOTAL HOURS	TOTAL EXPENSES
-	Not Created		

Days

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Create Timesheet

Create a new timesheet:

- ⦿ Blank Timesheet
- ◯ Copy Previous Timesheet
- ◯ No Hours (this will automatically approve the timesheet with no hours and cannot be undone)

Create

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

4. If your hours of work fall into two separate days, the actual hours worked should be documented on each day. Below is an example of how to record a shift that begins at 11:00pm and ends at 7:30am.

Hours for Sun 09/13/2020

Time In	Time Out	Hours Type	Notes	
11:00 pm	12:00 am	Normal ▼		🗑

[Add Block] [Copy Previous Day]

Hours for Mon 09/14/2020

Time In	Time Out	Hours Type	Notes	
12:00 am	3:00 am	Normal ▼		🗑
3:00 am	3:30 am	Lunch ▼		🗑
3:30 am	7:30 am	Normal ▼		🗑
11:00 pm	12:00 am	Normal ▼		🗑

[Add Block] [Copy Previous Day]

Hours for Tue 09/15/2020

Time In	Time Out	Hours Type	Notes	
12:00 am	3:00 am	Normal ▼		🗑
3:00 am	3:30 am	Lunch ▼		🗑
3:30 am	7:30 am	Normal ▼		🗑
11:00 pm	12:00 am	Normal ▼		🗑

Add Block   Copy Previous Day

Hours for Wed 09/16/2020

Time In	Time Out	Hours Type	Notes	
12:00 am	3:00 am	Normal ▼		🗑
3:00 am	3:30 am	Lunch ▼		🗑
3:30 am	7:30 am	Normal ▼		🗑
11:00 pm	12:00 am	Normal ▼		🗑

Add Block   Copy Previous Day

Hours for Thu 09/17/2020

Time In	Time Out	Hours Type	Notes	
12:00 am	3:00 am	Normal ▼		🗑
3:00 am	3:30 am	Lunch ▼		🗑
3:30 am	7:30 am	Normal ▼		🗑

Add Block   Copy Previous Day

5. 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:	Tester, Mike (Test number #2)
Company:	Test Test ()
Period:	09/13/2020 - 09/19/2020

LeddyGroup

Date	Daily Hours	Total Hours	Details	Type	Notes
Sun 09/13	1.00	1.00	11:00 pm-12:00 am	Normal	
Mon 09/14	8.00	3.00	12:00 am-3:00 am	Normal	
		0.50	3:00 am-3:30 am	Lunch	
		4.00	3:30 am-7:30 am	Normal	
		1.00	11:00 pm-12:00 am	Normal	
Tue 09/15	8.00	3.00	12:00 am-3:00 am	Normal	
		0.50	3:00 am-3:30 am	Lunch	
		4.00	3:30 am-7:30 am	Normal	
		1.00	11:00 pm-12:00 am	Normal	
Wed 09/16	8.00	3.00	12:00 am-3:00 am	Normal	
		0.50	3:00 am-3:30 am	Lunch	
		4.00	3:30 am-7:30 am	Normal	
		1.00	11:00 pm-12:00 am	Normal	
Thu 09/17	7.00	3.00	12:00 am-3:00 am	Normal	
		0.50	3:00 am-3:30 am	Lunch	
		4.00	3:30 am-7:30 am	Normal	
Fri 09/18	0.00	0.00			
Sat 09/19	0.00	0.00			

Hours Summary

Regular	32.00
Overtime	0.00
Doubletime	0.00

PTO Summary

Holiday	0.00

Expense Summary

Amount	$0.00

Notes

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

Days

09/13/2020 - 09/19/2020		
Date	Hours	Total Hours
Sun 09/13/2020	1:00	1:00
Mon 09/14/2020	8:00	8:00
Tue 09/15/2020	8:00	8:00
Wed 09/16/2020	8:00	8:00
Thu 09/17/2020	7:00	7:00
Fri 09/18/2020	0:00	0:00
Sat 09/19/2020	0:00	0:00