The Midtown Group Timesheet Instructions

MIDTOWN
GROUP

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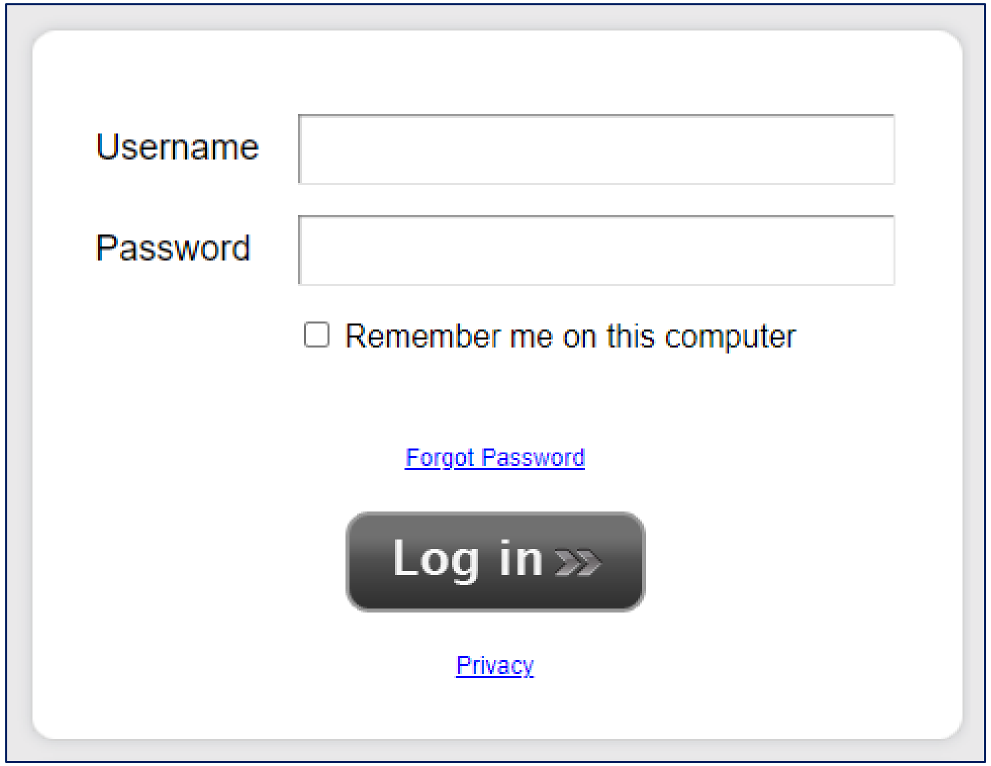
Timesheets Instructions

You may access your Midtown timesheet by **using the same login information** provided in an email sent to you from **onboarding@themidtowngroup.com** upon completion of your onboarding paperwork.

Here is the link to the portal for quick reference:
https://themidtowngroup.bbo.bullhornstaffing.com

Step 1: Once you've logged into the timesheet portal, you'll see two tabs across the top, one for your onboarding documents and one for your timesheets. **Click on the Timesheets tab** if not already selected.

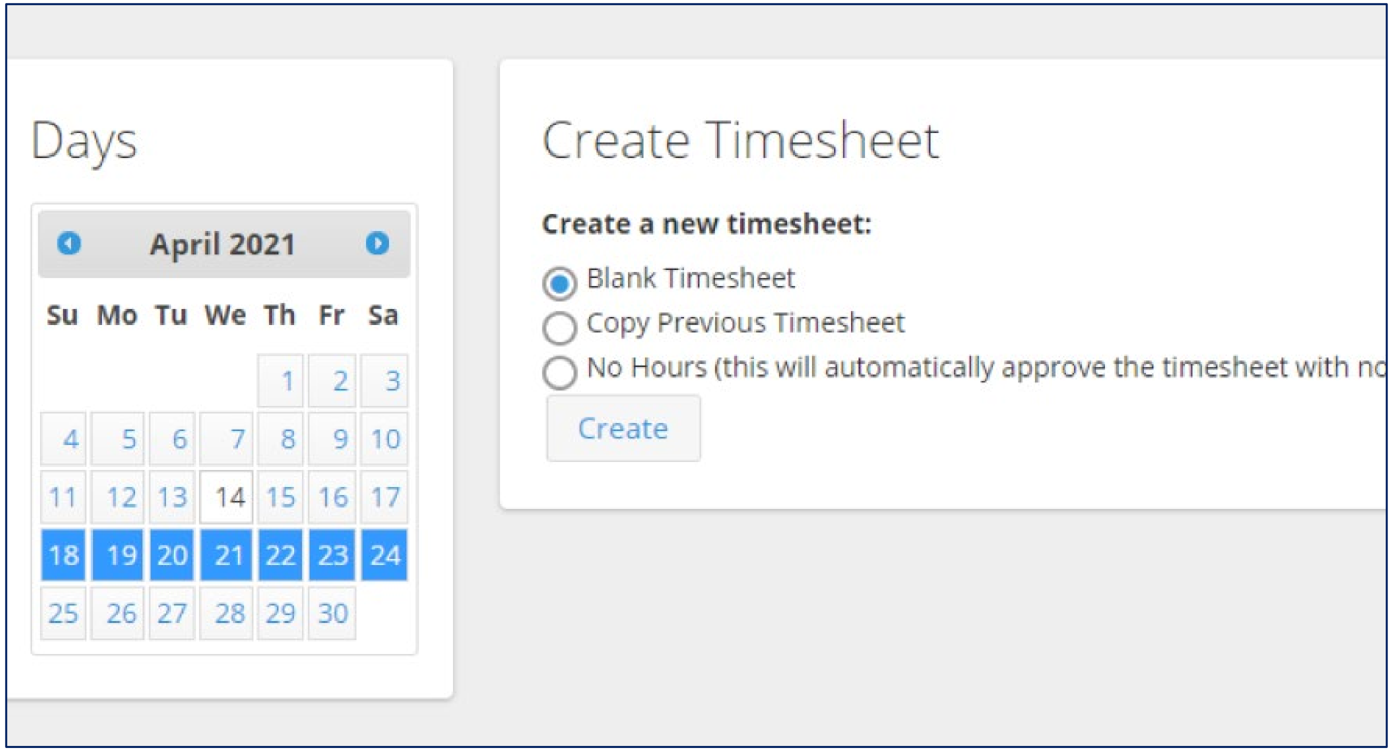

Username
Password
☐ Remember me on this computer
Forgot Password
Log in »
Privacy

Timesheets Instructions

Step 2: The current week will automatically be selected.

Click on Blank Timesheet and click the **Create** button to enter your hours.

For future timesheets, you can choose to **Copy Previous Timesheet** if your hours are identical from week to week.



Days

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	

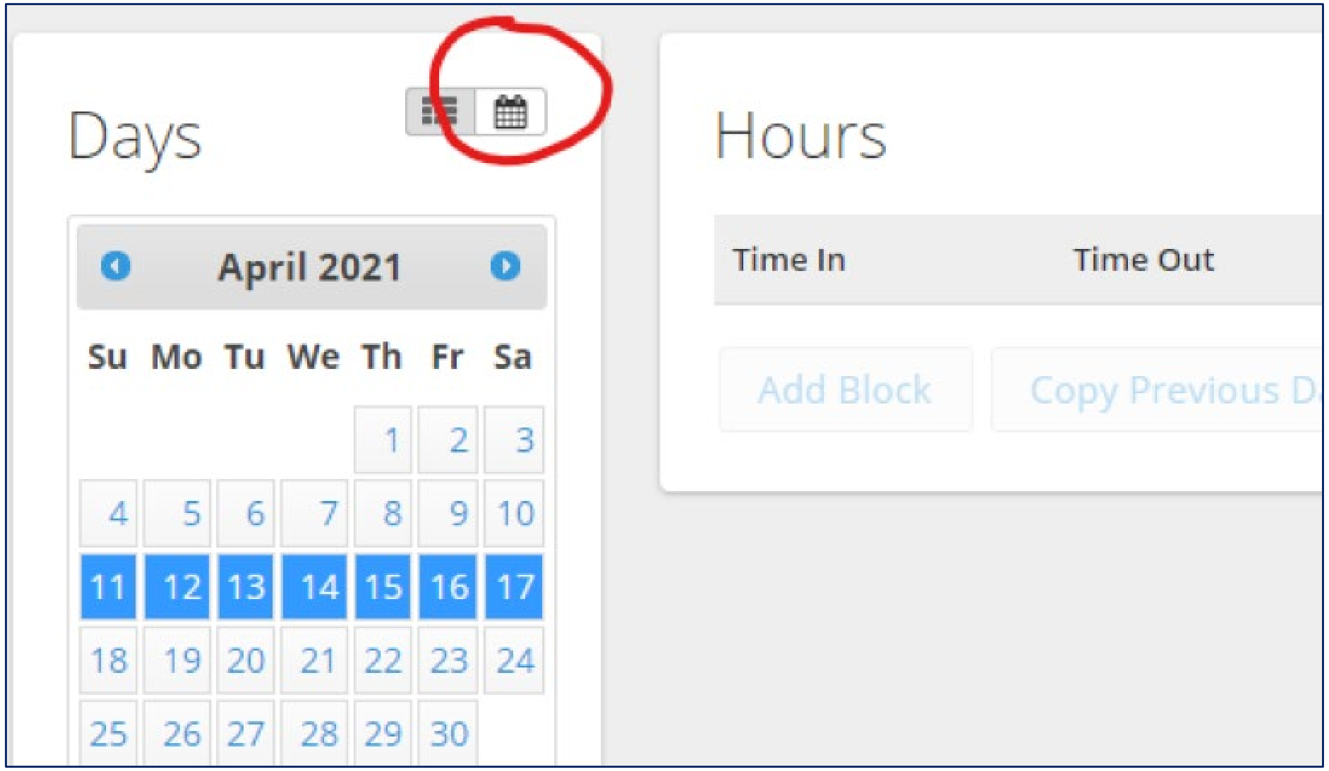
Create Timesheet

Create a new timesheet:

● Blank Timesheet
○ Copy Previous Timesheet
○ No Hours (this will automatically approve the timesheet with n

Timesheets Instructions

Step 3: Once you have chosen to create a blank timesheet, if you need to **access the previous week's timesheet**, please click on the **calendar icon** to select the week you need to edit:


Days
April 2021
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11
12
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Hours
Time In
Time Out
Add Block
Copy Previous D

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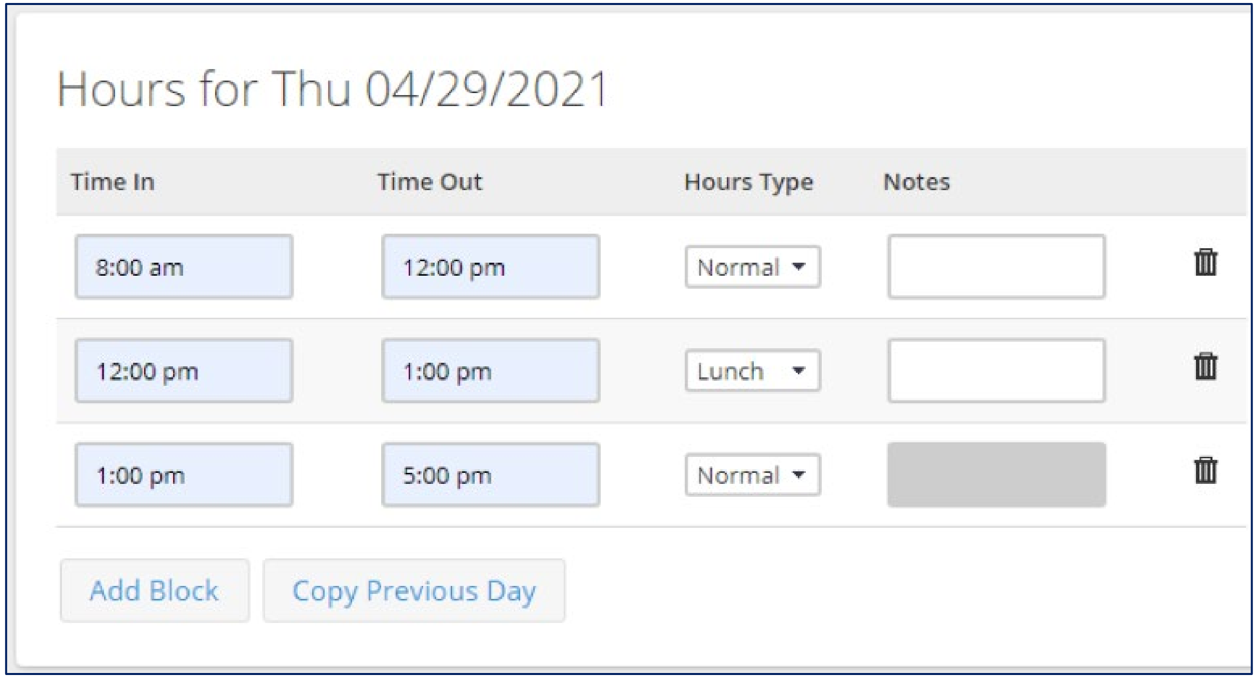
Step 4: Once the correct week is selected, **simply click on the day you want to enter hours for.**

You'll enter your time for that day into the boxes on the right-hand side.

Please note, when entering your time, **you will need to add as 3 separate "blocks" of time to include your lunch,** as seen pictured:



Hours for Thu 04/29/2021

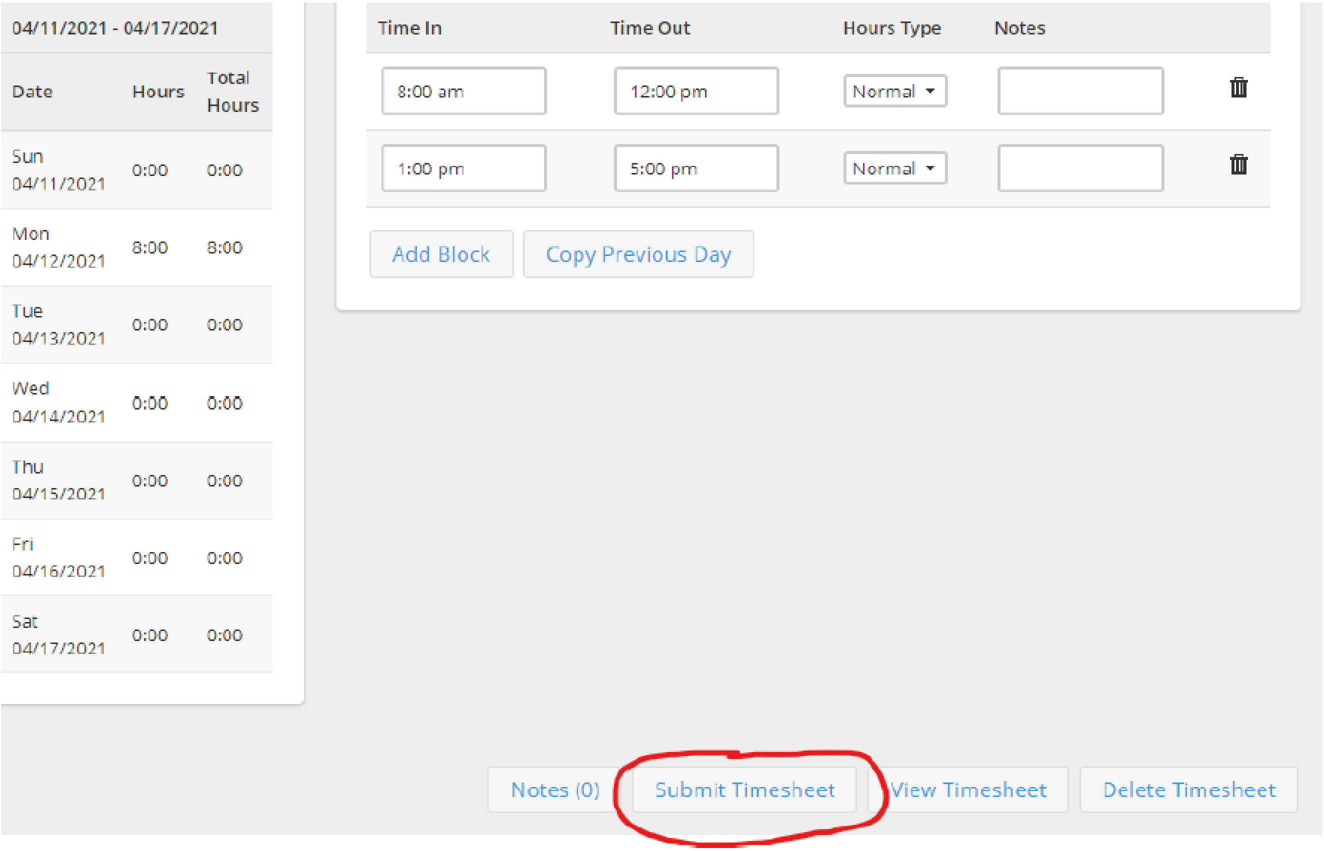
Time In	Time Out	Hours Type	Notes
8:00 am	12:00 pm	Normal	
12:00 pm	1:00 pm	Lunch	
1:00 pm	5:00 pm	Normal	

Simply click on "**Add Block**" to add another line of hours in for that day.
Once your time is entered for that day, there is **no need to click "Submit"**.
It will automatically save your time as entered.

Timesheets Instructions

Step 5: Throughout the week, **click on the day in the box on the left-hand side of the screen** and repeat the process in *Step 4* to enter hours worked for each day.

Step 6: Once your work week is complete, **click the Submit Timesheet button** at the bottom of the page.



04/11/2021 - 04/17/2021

Date	Hours	Total Hours
Sun 04/11/2021	0:00	0:00
Mon 04/12/2021	8:00	8:00
Tue 04/13/2021	0:00	0:00
Wed 04/14/2021	0:00	0:00
Thu 04/15/2021	0:00	0:00
Fri 04/16/2021	0:00	0:00
Sat 04/17/2021	0:00	0:00

Time In	Time Out	Hours Type	Notes
8:00 am	12:00 pm	Normal	
1:00 pm	5:00 pm	Normal	

Add Block
Copy Previous Day
Notes (0)
Submit Timesheet
View Timesheet
Delete Timesheet

Timesheets Overview

- **Accessing Timesheets:**
  - Once your onboarding documents have been submitted & APPROVED, you will have access to timesheets. Until this happens, you will not have access to timesheets. Once onboarding documents are submitted & approved, you will receive a link via email to access your Bullhorn login credentials. In Bullhorn, you will submit your timesheets.
  - Use the calendar to be sure that you are completing & submitting your timesheet for the correct week.
  - Timesheet calendar will default to the current week. Please use the calendar to navigate the correct dates that you are submitting time for.

- **Timesheet Approval:**
  - If your timesheet is rejected, please refer to the comment section of the rejection. If the reason for rejection is unclear, please reach out to your timesheet approver (this is typically your supervisor or who you report directly to). Onboarding & payroll will not have information on why your timesheet was rejected.
  - If your timesheet is rejected, you must un-submit your timesheet, edit it again as normal, and then resubmit.
  - If you have to edit a timesheet that has already been approved, call the payroll team.
  - If there is a discrepancy between what is approved and your expectation of hours, you must discuss with your supervisor at the time. Should you need help assisting this with your supervisor, please reach out to your Consultant Care Manager to facilitate.

- **Timesheet Submission Deadline:**
  - Timesheets are due by each Monday at noon (for the previous week).
  - If you do not receive a notification of approval for your timesheet for the previous week by Wednesday at 12pm, please reach out to your timesheet approver.

Timesheets Overview

*** If you accidentally submit an incomplete timesheet too early, you can simply **un-submit your timesheet before it's approved with the "Unsubmit Timesheet" button** you will see in this same location.

*** Please note: Timesheets are ideally submitted at the end of your workday on **Friday afternoon,** but are **required to be submitted by noon on the following Monday.**

*** For weeks when **zero hours are worked,** please submit a No Hours timesheet, which is an option when you create a new timesheet. This way we know your timesheet isn't just missing.

Timesheet FAQs

Q: How do I log in to access documents / timesheets?
A: Find the email with the subject line “Your paperwork for The Midtown Group is ready to be completed.” It contains your login info, a link to our site, and instructions. It may be in a junk/spam folder.

Q: Why can’t I see the Timesheets tab in my portal.
A: The timesheets are located on the same web portal where you originally submitted your onboarding documents. If you can’t see the Timesheets tab yet, it’s because your paperwork still needs to be fully checked and approved.

Q: I’m getting an error message when I do X. What’s happening?
A: Please reach out to the CEO Coordinator at anna.schneid@k12.dc.gov