



## Introducing BigTime™



Hire Profile uses a paperless time tracking software – BigTime! BigTime gives you the tools you need to track time and expenses online. Not only will this guide help you get to know the basic system and how to enter your time for payment, it also provides helpful reports you can access from your dashboard.

### Tracking Time/Expenses

BigTime is set up to allow you to track your own time in a screen called a timesheet. Similarly, you can submit a list of expenses for reimbursement as an expense report in the system.

By logging into the system using your web browser, you can use the system's menu to browse your current timesheet. There, you'll see any time entries that you've entered into the system so far. Typically, you will see everything for the current week on one page. You can edit existing entries, or add new entries as required. At the end of the week, you will need to submit your timesheet(s).

In BigTime, there isn't just "time," there's "input" time, "billable" time, "submitted" time, and "approved" time. In BigTime's screens or reports, we'll pull different data depending on what the screen or report is trying to show.

When you click the submit button, it's like a virtual version of handing in your timesheet. It gives you an electronic indication that you're done entering time and making changes for the week and you are ready for us to approve it.

That's important because once you submit your time, you can't edit it any more.

We can reject the timesheet (sending it back to the you for edits), but that's the only way you will be permitted to edit your time once it has been submitted.

Before you submit your time, administrators and recruiters can't edit it. We can see it (in reports, screens and summaries), but we can't edit it. Un-submitted time belongs to you, only you can make changes to it.

### How Often Should Timesheet(s) be Submitted?

We allow you to enter time whenever it's most convenient (e.g. - daily or weekly), but we require that your timesheet be submitted weekly. Timesheet(s) are due Mondays by 9 a.m.

### The BigTime Login Screen

The first screen you see will be a system login page where you can enter your user name and your password. By default, your **user name is your e-mail address and your password is set to your last name**. In the case of those who are paid under your EIN company name, your "first name" is your company name and "last name" is your last name. The system will ask you to change that password when you login for the first time, but your user name will always stay the same. You can login to the system from a browser on any computer. You just need to know the URL for your BigTime website, which is: <http://hp.bthost.com/hp>.

Type that into your browser's address bar (BigTime currently supports Chrome, Internet Explorer, Safari and Firefox browsers), and your computer will connect you with your BigTime system automatically.

### The Personal Information Page

The personal information page contains your basic information (name, address, phone number, etc.). It pops up automatically the very first time you login to the system, and you can access it if you need to make updates from the

Daily Routine menu. The first time you login, you should fill out any information that is omitted from your personal information page.

## Challenge Questions

In addition to the basic information shown on the Personal Information Page, there is a space to enter and answer a "challenge question." That item is used to reset your password in case you ever forget it. For example, Challenge Question: "What is my pet's name?" Answer: "Charlie". You can select your own challenge question, and BigTime will encode the answer so that only you have access to it.

## BigTime Screen, Basic Navigation

The very first screen you see when you login to BigTime is called a "landing page". You'll access different pages in the system by using the menu bar (at the top of the screen).

Main Menu Screen. The BigTime Main Menu is the primary navigational component. You can switch from screen to screen by selecting the correct menu item.

You Are Here. This orange link lets you keep track of which screen you are on (and how to navigate there using your BigTime menu). It's updated automatically as you move from screen to screen.

Logout. You can click this link to logout of BigTime. The system will pop up the main login page, and you can exit your browser. You'll use that logout button to erase the client and server files, which keep your connection alive during your BigTime session. Also note that BigTime will log you out automatically after a pre-defined period of inactivity (typically 2 hours).

Information Boxes. You'll become familiar with some of the common screens quickly, but screens you use less often may be harder to remember and more difficult to navigate. That's where the Information Box can help. This box contains a quick description (or a step-by-step guide) for the screen you're viewing. There may also be view/grouping settings in the information box, seek/find controls, or a set of sub-screen options. If you're already familiar with a screen, you can turn off its information box by clicking the close icon next to the Title. Note that this will also hide any navigational controls which that information box might include.

How-Do-I Links. Each screen may have one or more How-Do-I links. Those links are direct connections to the BigTime help system, and you provide instant context-sensitive help for common tasks associated with the screen you're currently viewing. Point users to the How-Do-I box as a general first step if you aren't sure how to perform specific tasks. Your How-Do-I boxes may also contain links to reports that are based on the data you see on screen. These reports are often a much better option than printing the screen, and you typically pull sorting/grouping options automatically (based on the way you've configured your screen).

## BigTime Main Menu

The BigTime system is organized around a menu that runs across the top of the page. Each section of this menu represents a different functional area, and you can navigate to specific pages in the system by selecting a menu item.

### Daily Routine

This menu contains all of the data entry screens you will need. Here, you'll be able to enter and submit time, enter expenses, review your projects and tasks.

### Reports

The reports menu contains a list of all the reports you will need such as:

1. Timesheet Detail: Print your timesheet detail for a specific period.
2. Timesheet Detail (Weekly Signoff 2): Print a week-at-a-glance version of your timesheet (1 row per Job Order) with a signature line at the bottom of the form. Note that this version of the report creates a

- separate printed page for each Job Order, so you can have multiple managers sign off (1 on each form).
3. Timesheet Detail (Weekly Signoff): Print a week-at-a-glance version of your timesheet (1 row per Job Order) with a signature line at the bottom of the form.
  4. Timesheet Detail (Weekly): Print a week-at-a-glance version of your timesheet (1 row per Job Order)
  5. Timesheet Detail (with Purchase Orders): Print your timesheet detail for a specific period. This version of the report includes specific Purchase Orders.

## Entering Time

Go to Daily Routine...Current Timesheet.

Be sure the date range is for the week you are entering time! Any jobs you are assigned to will be available in the drop down menu. If your worked is tied to PO it is included in the title of your job and also in the pull-down menu just below the title of your assignment. If you are entering hours against a PO, please use this line to enter your time as it will be tracked against a "not to exceed" limit. As you enter your hours worked for each day of the week, you will enter the "Notes" describing what you did. These Notes **will translate directly into the client invoice** so please be careful to be accurate and descriptive. Any additional job numbers should be entered in the Notes.

We have automatically selected a default timesheet format called T&M (time and materials) that is used by the majority of firms in our industry. Each of the timesheet formats work the same way, and you can navigate to your "active" timesheet by going to the Daily Routine menu and choosing the Current Timesheet menu item.

No matter which format you use, the timesheet is fairly simple to navigate.

Here are a couple of general tips as you get familiar with the time entry form(s).

- **All of the list fields are smart lookup lists.** You can click the down arrow to popup a traditional "list box" of available values, but try entering the first few letters of the item you'd like to find to zero in on a smaller set of potential matches (hit the TAB key to search for the item you've entered).
- The notes field will accept up to 1000 characters of notes, and you can expand or collapse it so that it shows multiple lines.
- Non-Chargeable time can be marked as "no charge."
- All your time entries MUST be coded as "Contract Labor" or "Contract Labor (OFF-SITE)". This allows us to determine the correct amount of Worker's Compensation insurance.

## Submitting Time

You can go back and edit any of the entries in your active timesheet. At some point (weekly or at the close of a project), you will need to go to the Daily Routine...Submit Timesheet menu item and then click the GO button to submit your active timesheet. Once you do, the timesheet will be marked submitted and you won't be able to edit that time any longer.

You can always go back and review old timesheets by selecting the Daily Routine...All Timesheets menu item. Time in this screen, however, time can only be viewed, not edited. Once time is submitted, only administrators and recruiters can edit it.

Keep in mind that you don't need to submit time in order for it to appear in your reports. Time that hasn't been submitted yet is red-flagged (because you could delete it tomorrow or decide that you made a mistake and change it).

## Submitting Time Step-by-Step

1. Go to Daily Routine... Submit Timesheet screen.
2. Select a timesheet period (note that the system will show you how much un-submitted time you have in the system for the period you've selected).
3. Click the GO button at the bottom of the submission page. BigTime will queue up your request and then let you know when the transaction has completed.

## Rejected Time, Correcting and Re-Submitting

### Correcting Rejected Entries

You can get to your rejected time entries from the Daily Routine... All Timesheets window. There, you'll see a column for rejected time that allows you to drill down to rejected entries. Click on that link to see a list of entries that have been submitted and rejected, and then double click on any of those items to pop it up. There, you can correct whatever problems exist in the entry and then save it. The rejected timesheet page will show your recruiter's "rejection note" in red (beneath your original time sheet notes). It will also show the name of the recruiter that rejected that time. Once you've corrected all of the problems identified in your time sheet, click the EXIT button at the top of your rejected time list to return to the All Timesheets window.

### Resubmitting Time

Any time you make a correction, your time will need to be re-submitted. You can do that right from the All Timesheets page (just highlight the timesheet row you'd like to re-submit and then click the submissions icon). You can also submit time for the period you've corrected using the normal submission screen.

## Entering Reimbursable Expenses

These expenses are items that you purchased and for which you need to be reimbursed. Those may include pre-approved travel expenses, mileage, supplies, etc. All reimbursable expenses will need to be billed through to a client and therefore must be **pre-approved** prior to submitting to Hire Profile. Reimbursable expenses are entered within the Daily Routine section of the program, then reviewed and approved by recruiters and then posted into QuickBooks as a "bill" that is payable to you.

## Submitting Expenses, Step-by-Step

Daily Routine... Submit Expenses screen.

Enter a name for this expense report (e.g. - "Allstate Trip, 5/1" or "Expenses,Nov/2009"). If you don't fill in the expense report name, the system will create one for you (based on the date) automatically. Click the GO button to submit your expenses. BigTime will queue up your request and then let you know when the transaction has completed.

If you'd like to print up that expense report so that you can attach receipts to it, then click the BACK button on the transaction page to get back to the expense submission page. There's a PRINT REPORT link in the How-Do-I panel on the left-hand side of the screen. Click it and choose the report you'd like to print out.

## E-mail Notifications

To help Hire Profile keep track of timesheet reviews and due dates, BigTime has created a simple set of e-mails that can be sent out to recruiters and contractors automatically.

You, for example, can be alerted if you are assigned to a new assignment. When your new time sheet is submitted for approval, an e-mail alert will let recruiters know that they have time to approve, or it can let you know if a recruiter asks you to make a change to the timesheet in the system. These are scheduled e-mails (so you will only get one e-mail per day), but they keep a reminder in front of both recruiters and you that we need to submit, approve or correct timesheet data.

Please call us at 404-806-2285 x709 with any questions or log in issues.

**Your friends at Hire Profile**