

Bullhorn WTE Registration Guide

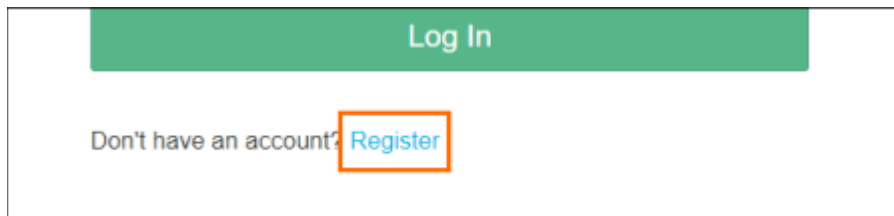
Web Time Entry (WTE) enables you to enter your own time via a self-service portal. Before using Web Time Entry for the first time, you will need to create an account and find your assignment. Follow the steps below register for your WTE account.

Registration works only for individuals signing in to record their own time. If you receive any errors during the WTE registration process, see [Registration Errors](#) for troubleshooting steps.

- Navigate to your Web Time Entry login page.
- **Copy and paste this URL into your browser:**

<https://catena.bte.bullhornstaffing.com>

- Select **Register** to create a new account.



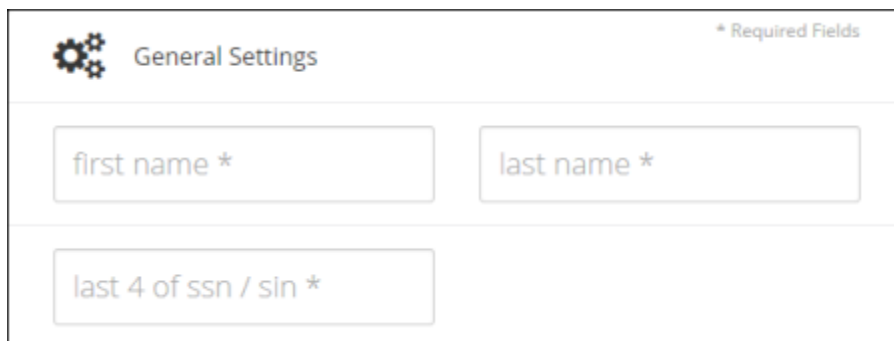
- On the *Register* screen, enter your email address and a unique password. - Your Password must be at least eight characters long.
- Select **Next** to continue to Profile Settings.
- In the *General Settings* section, enter your first name, last name, and a 4-digit pin.

You must enter your name exactly as it's entered in our system.

Example: Anna Jane Miller Smith > First Name: Anna Jane; Last Name: Miller Smith

Example: Allan Jackson Turner > First Name: Allan; Last Name: Jackson Turner

- **W2 Employees** – The last 4 digits of your SSN
- **Independent Contractors/Subcontractors** – The last 4 digits of your mobile phone number.



- In the *Contact Preferences* section, your email address will automatically populate from the Register screen. If you prefer to be contacted at a different email address, you can update it here.
- If you would like to receive notifications by text message, select your **mobile carrier** and enter your mobile number. If your carrier is not listed, please choose another carrier as a placeholder and proceed to the next step.


Contact Preferences

email *

mobile carrier ▼

mobile number

- In the *Notification Settings* section, select your preferred method for receiving notifications when there have been changes to your timesheet or requested time off.
 - If you would like to receive text notifications, you must provide your mobile carrier and mobile number in the *Contact Preferences* section.


Notification Settings

How would you like to receive system notifications when:

Time is adjusted

None	Email	Text	Both
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Time is approved

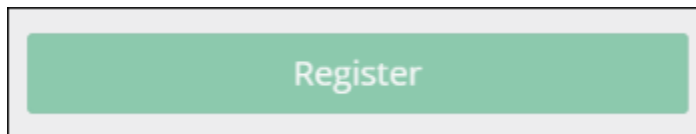
None	Email	Text	Both
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Time off request is approved or rejected

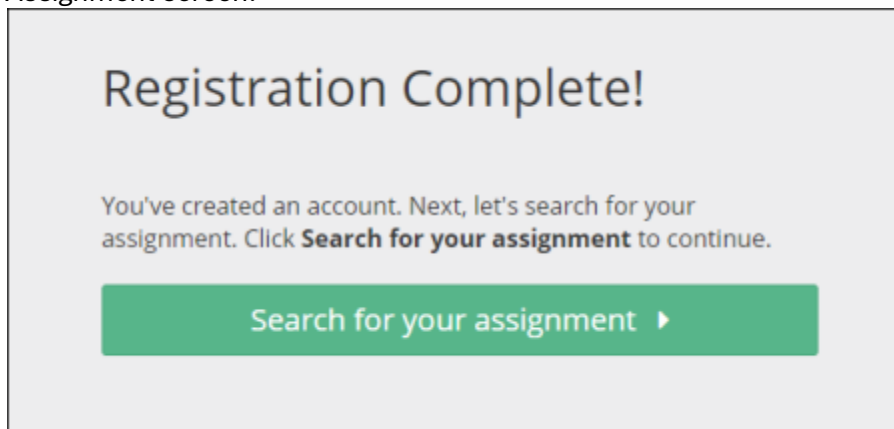
None	Email	Text
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* Your mobile carrier's standard message and data rates may apply

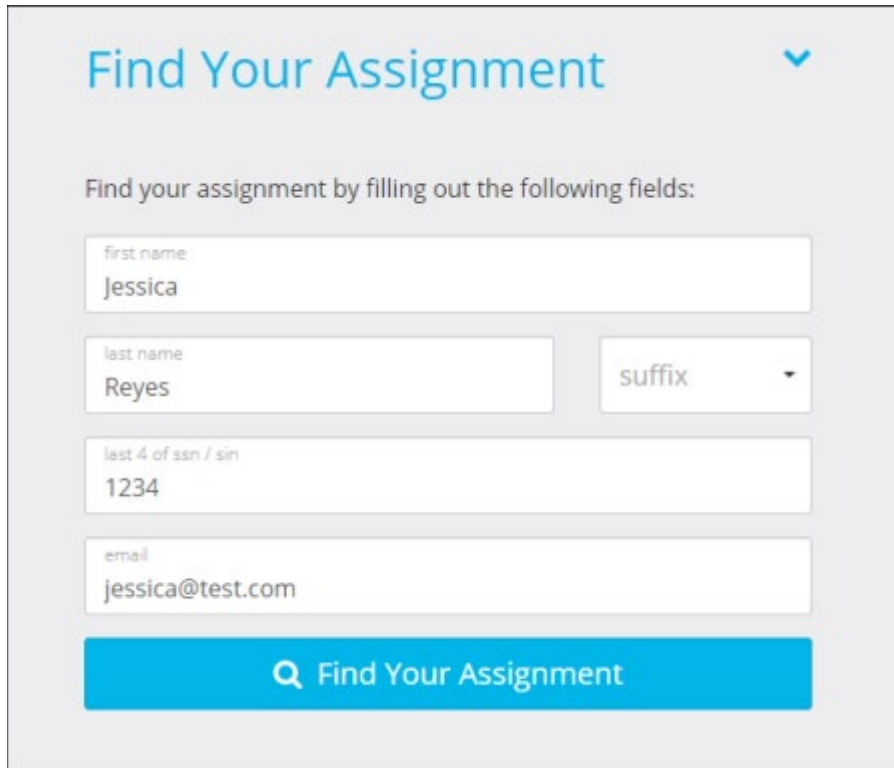
- In the *Application Settings* section, select your **preferred language**.
- Choose how you would like your time to display.
 - **Decimal:** Time will display in 1/100th of an hour increment.
 - **Minutes:** Time will display in actual minutes.
- Choose your preferred format for time entered.
 - **Standard:** Time will display in 12 hour AM / PM format. (Example: 8:00 PM)
 - **Military:** Time will display in 24 hour format. (Example: 20:00)
- Click **Register** to complete your registration.



On the *Registration Complete* screen, select **Search for your assignment** to open the *Find Your Assignment* screen.



- In the *Find Your Assignment* form, verify that the information is accurate and select **Find Your Assignment**.

A screenshot of a web form titled "Find Your Assignment" with a blue checkmark icon in the top right corner. Below the title, it says "Find your assignment by filling out the following fields:". The form contains four input fields: "first name" with the value "Jessica", "last name" with the value "Reyes", "last 4 of ssn / sin" with the value "1234", and "email" with the value "jessica@test.com". To the right of the "last name" field is a "suffix" dropdown menu. At the bottom of the form is a large blue button with a magnifying glass icon and the text "Find Your Assignment".

Find Your Assignment ✓

Find your assignment by filling out the following fields:

first name
Jessica

last name
Reyes

suffix ▼

last 4 of ssn / sin
1234

email
jessica@test.com

🔍 Find Your Assignment

- Choose the correct **assignment**.

If you receive an error stating your assignment can't be found, see [Registration Errors](#) for troubleshooting steps.

If you continue experiencing issues, please contact:

Catena Solutions – Catena_Consultants@advancedgroup.com