Employees working in California must follow **In and Out Time Entry** procedures to comply with state labor regulations. This method requires:

- Daily logging of time in and out for each workday.
 - Time should be entered to the minute to comply with CA time entry requirements.
- Meal breaks must be recorded separately to ensure compliance with California labor laws.

What to Log:

- Start time (when you begin work)
- **End time** (when you finish work)
- Meal break starts and ends

Accurate timekeeping is essential for payroll, compliance, and project tracking. Please review your entries daily to ensure completeness and accuracy.

For additional information and instructions:

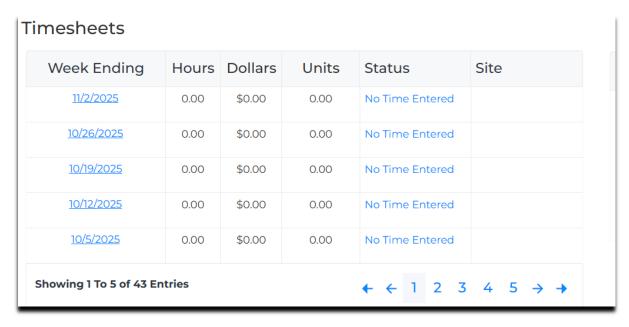
https://kb.bullhorn.com/bte/Content/BHTE/Topics/wteInOutTimeEntry.htm

If you experience issues entering time, please contact the following:

Advanced Clinical - AC Consultants@advancedgroup.com

Catena Solutions - Catena Consultants@advancedgroup.com

1) From the list, select appropriate week to enter time.



4) Select the day to enter time for.

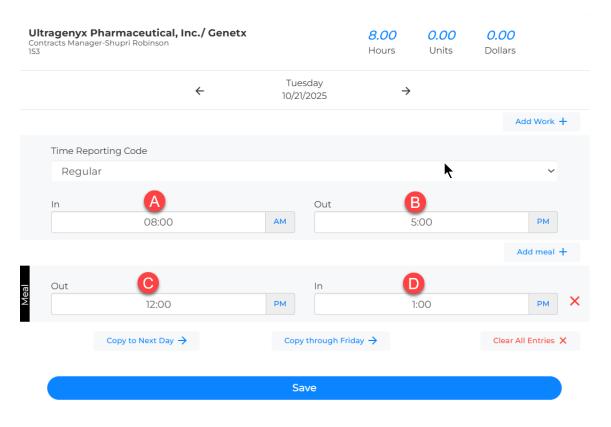


- 5) In the Time Reporting Code be sure to select the correct Time Reporting Code. (Regular, PTO, etc.)
- 6) In the *Time In, Time Out*, and *Hours Type* fields, enter the details for your workday; Select **Add Work** for each increment of time.

EXAMPLE: Logging your Time and Required Meal Breaks

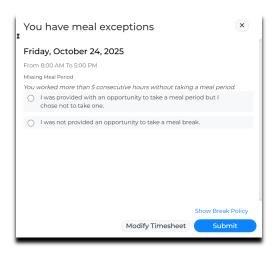
- A. Time In Enter the time you start work to the minute
- **B.** Time Out Enter the time you leave at the end of the day to the minute
- C. Meal Out Enter the time you leave for lunch to the minute
- D. Meal In Enter the time you return from lunch to the minute

You can add as many blocks of time as you would like by selecting **Add Work +**. To delete a block of time, select the **X**.

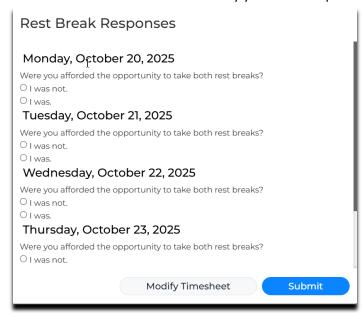


- 6) Repeat steps 4-6 for each workday.
 - Alternatively, you can also select Copy to Next Day or Copy through Friday if you work the same schedule each day.
- 8) Once finished entering hours for the week, select **Submit Timesheet** at the bottom of the page.
 - If you didn't enter a meal break, you will be prompted with a pop-up box confirming that you were provided with the opportunity or not.

- If you realize you forgot to enter your lunch break you can modify your timesheet and resubmit.
- o If you select that you were not provided the opportunity to take your meal break, you will need to contact your recruiter or the payroll inbox at payroll@advancedgroup.com.



- 9) Next, you will be prompted to confirm that you were afforded the opportunity to take your **rest breaks** each day.
 - If you select that you were not provided with the opportunity, please contact your recruiter to let them know why you were not provided with breaks.



- 10) Select **Submit** to submit your timesheet for approval.
- 11) You can modify your timesheet until it is approved.
 - If you need to make changes after your timesheet has been approved, please contact your recruiter.

12) You can add a comment to your timesheet for your approver to view, click the **Comment** button and enter your comments in the pop-up window.

	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Total	k			Print 🖨		
Regular Remote Internet - Bi	8.00	8.00 0.00	8.00	8.00	8.00	0.00	0.00	40.00 1.00	Comment	Attachments	Worked Yes	Pending Approval Modify		
Total Hours Total Units	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00 1.00						
Total Offics	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00			Show Break Policy			
									Submit All For Approval					