

WTE – California Time Entry Instructions In and Out Time

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.

Timesheets

Week Ending	Hours	Dollars	Units	Status	Site
11/2/2025	0.00	\$0.00	0.00	No Time Entered	
10/26/2025	0.00	\$0.00	0.00	No Time Entered	
10/19/2025	0.00	\$0.00	0.00	No Time Entered	
10/12/2025	0.00	\$0.00	0.00	No Time Entered	
10/5/2025	0.00	\$0.00	0.00	No Time Entered	

Showing 1 To 5 of 43 Entries

←

←

1

2

3

4

5

→

→

- 4) Select the day to enter time for.

Site / Assignment ↑↓	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31	Sat 11/01	Sun 11/02	Total		Print		
[Redacted]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Comment	Attachments	Worked ☐ No	Saved Not Submitted
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Show Break Policy

Submit All For Approval

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- 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**.

Ultragenyx Pharmaceutical, Inc./ Genetx
Contracts Manager-Shupri Robinson
153

8.00
Hours

0.00
Units

0.00
Dollars

←

Tuesday
10/21/2025

→

Add Work +

Time Reporting Code

Regular

In

A

08:00

AM

Out

B

5:00

PM

Add meal +

Meal

Out

C

12:00

PM

In

D

1:00

PM

X

Copy to Next Day →

Copy through Friday →

Clear All Entries X

Save

- 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.

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- If you realize you forgot to enter your lunch break you can modify your timesheet and resubmit.
- 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.

You have meal exceptions

Friday, October 24, 2025

From 8:00 AM To 5:00 PM

Missing Meal Period

You worked more than 5 consecutive hours without taking a meal period.

☐ I was provided with an opportunity to take a meal period but I chose not to take one.

☐ I was not provided an opportunity to take a meal break.

[Show Break Policy](#)

[Modify Timesheet](#) [Submit](#)

- 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.

Rest Break Responses

Monday, October 20, 2025

Were you afforded the opportunity to take both rest breaks?

☐ I was not.

☐ I was.

Tuesday, October 21, 2025

Were you afforded the opportunity to take both rest breaks?

☐ I was not.

☐ I was.

Wednesday, October 22, 2025

Were you afforded the opportunity to take both rest breaks?

☐ I was not.

☐ I was.

Thursday, October 23, 2025

Were you afforded the opportunity to take both rest breaks?

☐ I was not.

[Modify Timesheet](#) [Submit](#)

- 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.

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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				Print 
Regular	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00				
Remote Internet - Bi	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	Comment 	Attachments 	Worked Yes	Pending Approval Modify
Total Hours	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00				
Total Units	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00				

[Show Break Policy](#)

Submit All For Approval