

Beacon Hill Staffing Group Time Approver

Hourly contractors working for you through Beacon Hill Staffing Group will enter time into our Online Timesheet Management System, erecruit. You will receive an email from your Beacon Hill Staffing Group contact providing you with your login credentials.

To Access erecruit:

1. Using one of the following browsers; **Google Chrome, Mozilla Firefox, or Safari**, go to <https://erecruit.beaconhillsg.com>.

****Note:** please do not use Internet Explorer to access this website.

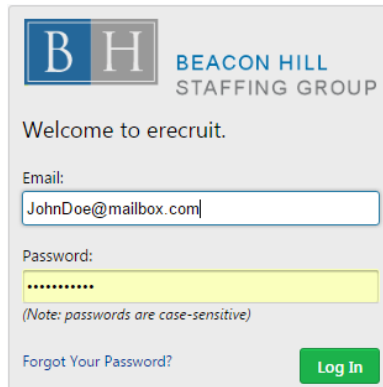
Result: The erecruit login page displays.

2. Enter your **email address**.
3. Enter your **Password**.



Note: If you do not know, or if you forgot your password, you can click the “**Forgot Your Password?**” link to reset your password.

4. Press the **Enter** key on your keyboard or click **Login**.



Result: The Beacon Hill Staffing Group erecruit Dashboard page displays with a list of your active assignments for which you can approve time.

To Approve Time:

1. Click on the check box(es) next to each assignment for which you want to approve time. Or, you can click on the top check box to select all assignments.

2. Click **Approve Selected**.

Approve Selected

Result: The time you approved will be sent to Beacon Hill Staffing Group to pay the candidate and to bill your company.



Note: If there are discrepancies in the time that the candidate entered, you can reject the timesheet by clicking on the “thumbs down” icon. The candidate will then be able to edit his/her time and re-submit it to you. After the candidate re-submits his/her time, log back in to erecruit and review / submit the time.

Reject



Approve Timesheets

Primary Approver

Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Reject	Notes
206676430	John	PC Tech	07/31/2016 - 08/06/2016	14.00	-	-	7.00	7.00	-	-	-	\$0.00	overview		0
206679954	Jacob	PC Tech	07/31/2016 - 08/06/2016	7.00	-	-	-	-	-	-	-	\$0.00	overview		0
206677333	Alan	PC Tech	07/31/2016 - 08/06/2016	7.00	-	-	-	-	-	-	-	\$0.00	overview		0

Buttons: Hide Daily Hours, Group By PO Number, Approve Selected

Past Timesheets

Primary Approver

Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Notes
206616086	Thomas	PC Tech	05/01/2016 - 05/07/2016	0.00	-	-	-	-	-	-	-	\$0.00	overview	
206611053	Thomas	PC Tech	04/24/2016 - 04/30/2016	0.00	-	-	-	-	-	-	-	\$0.00	overview	
206606550	Thomas	PC Tech	04/17/2016 - 04/23/2016	0.00	-	-	-	-	-	-	-	\$0.00	overview	
206601910	Thomas	PC Tech	04/10/2016 - 04/16/2016	0.00	-	-	-	-	-	-	-	\$0.00	overview	
206597866	Thomas	PC Tech	04/03/2016 - 04/09/2016	0.00	-	-	-	-	-	-	-	\$0.00	overview	

From: 09/01/2015 To: 08/10/2016 Update Range Hide Daily Hours Group By PO Number

Refresh Dashboard

Approve Timesheets

Primary Approver

Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Reject	Notes
206679276	Kaitlin	Temporary Front Desk Assistant	07/31/2016 - 08/06/2016	4.75	-	-	-	-	-	-	-	4.75	\$0.00	overview	

Buttons: Hide Daily Hours, Group By PO Number, Approve Selected

Past Timesheets

Primary Approver

Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Notes
206675103	Kaitlin	Temporary Front Desk Assistant	07/24/2016 - 07/30/2016	9.25	-	-	4.00	5.25	-	-	-	\$0.00	overview	

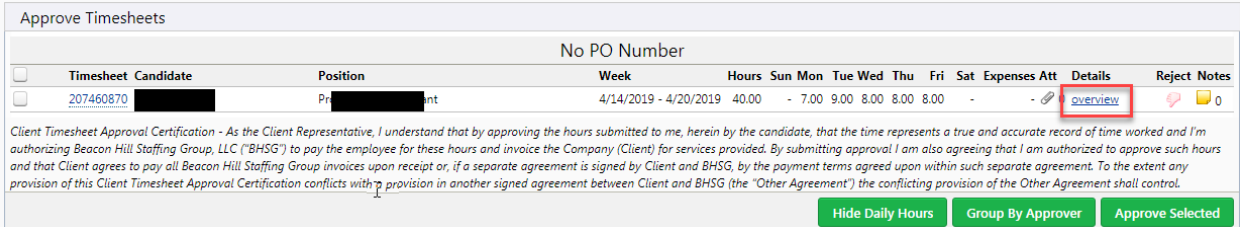
From: 06/19/2016 To: 08/06/2016 Update Range Hide Daily Hours Group By PO Number

Refresh Dashboard

To View Details of Time:

1. To the right of the time, click on the **overview** link in the Details column.

Result: Detailed information about the time the candidate worked display.



Approve Timesheets

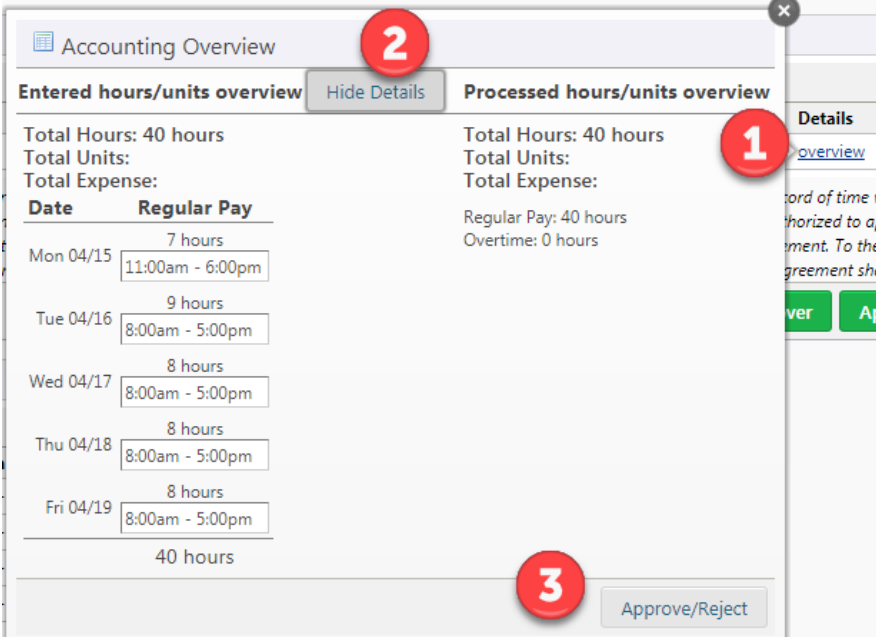
No PO Number

Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Att	Details	Reject	Notes
207460870	[REDACTED]	Pr [REDACTED] int	4/14/2019 - 4/20/2019	40.00	-	7.00	9.00	8.00	8.00	8.00	-	-	-	overview		0

Client Timesheet Approval Certification - As the Client Representative, I understand that by approving the hours submitted to me, herein by the candidate, that the time represents a true and accurate record of time worked and I'm authorizing Beacon Hill Staffing Group, LLC ("BHS") to pay the employee for these hours and invoice the Company (Client) for services provided. By submitting approval I am also agreeing that I am authorized to approve such hours and that Client agrees to pay all Beacon Hill Staffing Group invoices upon receipt or, if a separate agreement is signed by Client and BHS, by the payment terms agreed upon within such separate agreement. To the extent any provision of this Client Timesheet Approval Certification conflicts with a provision in another signed agreement between Client and BHS (the "Other Agreement") the conflicting provision of the Other Agreement shall control.

Hide Daily Hours Group By Approver Approve Selected

2. Click the **Hide Details** button to view a summary.
3. Click **Approve/Reject** to approve or reject the timesheet.



Accounting Overview

Entered hours/units overview Hide Details Processed hours/units overview

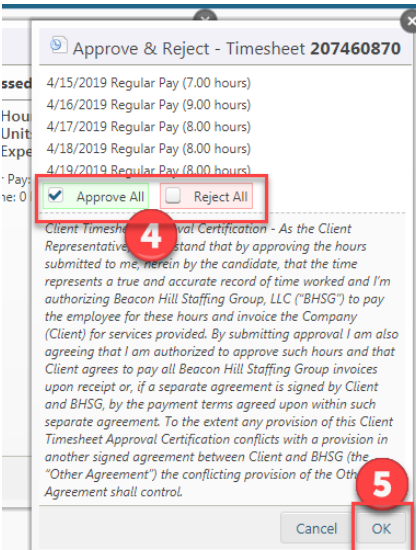
Total Hours: 40 hours
Total Units:
Total Expense:

Date	Regular Pay
Mon 04/15	7 hours 11:00am - 6:00pm
Tue 04/16	9 hours 8:00am - 5:00pm
Wed 04/17	8 hours 8:00am - 5:00pm
Thu 04/18	8 hours 8:00am - 5:00pm
Fri 04/19	8 hours 8:00am - 5:00pm
	40 hours

Total Hours: 40 hours
Total Units:
Total Expense:
Regular Pay: 40 hours
Overtime: 0 hours

Approve/Reject

4. Select the check box for either **Approve All** or **Reject All**.
5. Click **OK**.



Approve & Reject - Timesheet 207460870

4/15/2019 Regular Pay (7.00 hours)
4/16/2019 Regular Pay (9.00 hours)
4/17/2019 Regular Pay (8.00 hours)
4/18/2019 Regular Pay (8.00 hours)
4/19/2019 Regular Pay (8.00 hours)

Approve All Reject All

Client Timesheet Approval Certification - As the Client Representative, I understand that by approving the hours submitted to me, herein by the candidate, that the time represents a true and accurate record of time worked and I'm authorizing Beacon Hill Staffing Group, LLC ("BHS") to pay the employee for these hours and invoice the Company (Client) for services provided. By submitting approval I am also agreeing that I am authorized to approve such hours and that Client agrees to pay all Beacon Hill Staffing Group invoices upon receipt or, if a separate agreement is signed by Client and BHS, by the payment terms agreed upon within such separate agreement. To the extent any provision of this Client Timesheet Approval Certification conflicts with a provision in another signed agreement between Client and BHS (the "Other Agreement") the conflicting provision of the Other Agreement shall control.

Cancel OK



To View History:

1. In the Past Timesheets section, adjust the date range (the **From** and **To** dates) you wish to view.
2. Click **Update Range**.
3. Click on the **Timesheet ID number** you wish to view.

Past Timesheets														
Primary Approver														
Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Details	Notes
207407710		P	nt 2/10/2019 - 2/16/2019	47.75	-	9.50	9.75	9.75	9.75	9.00	-	-	overview	0
207413766		P	nt 2/17/2019 - 2/23/2019	47.50	-	9.75	9.25	9.75	9.25	9.50	-	-	overview	0
207419726		P	nt 2/24/2019 - 3/2/2019	47.50	-	9.50	9.75	9.75	9.25	9.25	-	-	overview	0
207425726		P	nt 3/3/2019 - 3/9/2019	47.00	-		25	9.00	5.25	9.25	4.75	-	overview	0

From: 2/15/2019 To: 4/26/2019 **Update Range** Hide Daily Hours Group By PO Number