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.
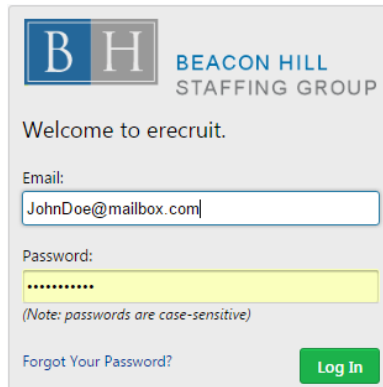   *Result: The erecruit login page displays.*
2. Enter your **email address**.
3. Enter your **Password**.

   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.

To View Details of Time:

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

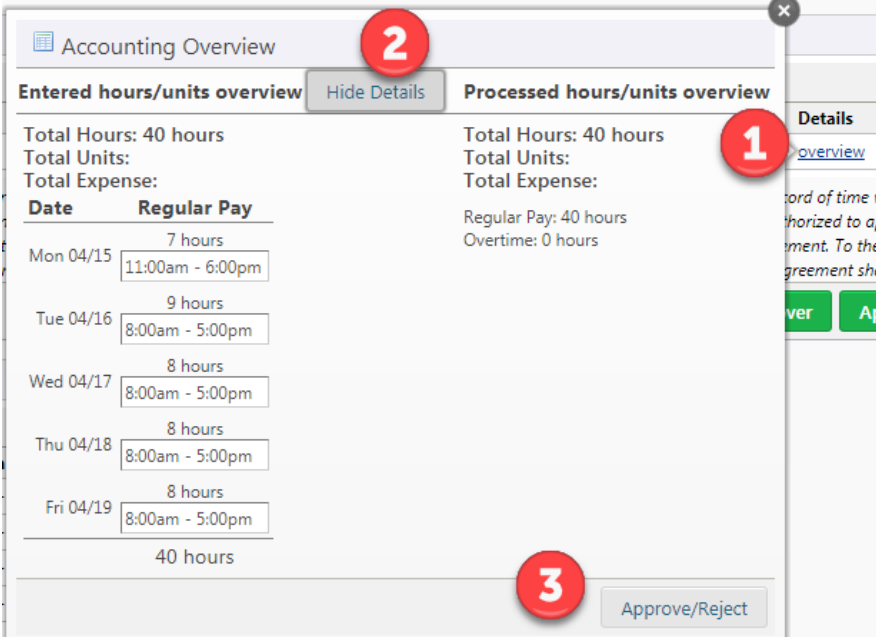   Result: Detailed information about the time the candidate worked display.

2. Click the **Hide Details** button to view a summary.

3. Click **Approve/Reject** to approve or reject the timesheet.
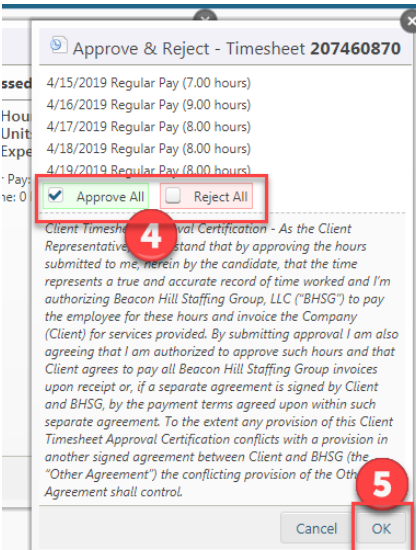
4. Select the check box for either **Approve All** or **Reject All.**

5. **C**lick **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.

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**