

Approving Timesheets

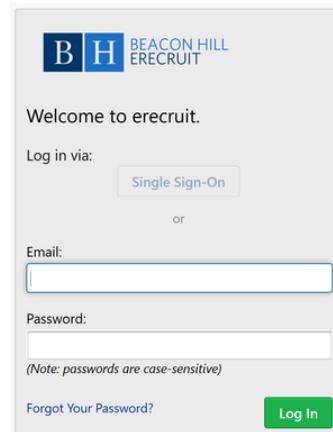
For clients who use Beacon Hill Solution Group's timesheet portal, the following instructions detail how to access the portal and approve timesheets, along with maintaining your credentials.

Accessing the Timesheet Portal

- Go to <https://erecruit.beaconhillsg.com>
- Enter your email address (username) and password, both of which are **case-sensitive**.

Additional Information:

- Do not use the Single Sign-On.
- Click the "Forgot Password" link to reset your password.
- Should you need further assistance, reach out to your Beacon Hill representative.



Approving Timesheets

- Select the **checkboxes** next to multiple timesheets and click **Approve Selected**.



Primary Approver																	
Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Att	Details	Reject	Notes	
<input checked="" type="checkbox"/> 210528767	Contactor	Administrative Assistant - Payroller	12/7/2025 - 12/13/2025	21.75	-	4.00	4.00	4.25	4.50	5.00	-	-	<input checked="" type="checkbox"/> 0	overview			0
<input checked="" type="checkbox"/> 210528550	Contractor	Vice President - Payroller	12/7/2025 - 12/13/2025	40.00	-	8.00	8.00	8.00	8.00	8.00	-	-	<input checked="" type="checkbox"/> 0	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 Solutions Group, LLC ("BHSG") 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 Solutions Group invoices upon receipt or, if a separate agreement is signed by Client and BHSG, 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 BHSG (the "Other Agreement") the conflicting provision of the Other Agreement shall control. By approving the hours, you are also confirming your agreement to be bound by BHSG's Temporary Personnel Services - Terms and Conditions - set forth in our website as well as the terms of any separate agreement between you and BHSG.

- Reject individual timesheets by clicking on the **thumbs-down** icon.



Timesheet	Candidate	Position	Week	Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Expenses	Att	Details	Reject	Notes	
-	-	-	-	-	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/> 0	overview			0
-	-	-	-	-	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/> 0	overview			0

he candidate, that the time represents a true and ce the Company (Client) for services provided. By

- Click on a **Timesheet ID** to open and add a note, approve, or reject the timesheet.
 - Notes will be available to the contractor, BH recruiters, and payroll team.

The screenshot shows the 'Approve Timesheets' interface. On the left, a sidebar displays a note from a 'Timesheet Candidate' with a note ID of 210528767. The main area shows a weekly grid for December 2025. The grid has columns for Sun through Sat. Rows show hours worked (e.g., 0 hours, 4 hours, 4 hours, 4h 15m, 4h 30m, 5 hours, 0 hours) and regular pay details (e.g., Regular Pay (4 hours), Regular Pay (4 hours), Regular Pay (4h 15m), Regular Pay (4h 15m), Regular Pay (4 hours)). At the bottom are buttons for Approve, Reject, Close, and Refresh. A blue arrow points from the note area in the sidebar to the note input field in the sidebar. Another blue arrow points from the note content area in the sidebar to the note content itself.

Additional Information:

- Try to approve timesheets by **end-of-day Monday** to ensure contractors are paid on time!
- If applicable, reach out to your Beacon Hill representative for details on approving expenses.

For further support, reach out to your Beacon Hill representative!