

Submitting Timesheets for Approval

For clients who use Beacon Hill Solution Group's timesheet portal, the following instructions detail how to access the portal and submit 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.

Submitting Timesheets

- Click on the timesheet you want to enter time for.
 - Select "Show past and submitted timesheets" if necessary
- Click the **Add Time** button.
 - Select the rate type via the **Rate** dropdown
 - Click in **Start** and **End** time, selecting the hour and minutes
 - Note: AM hours are listed first, followed by PM hours
 - Select **Break** from the dropdown.
 - If applicable, designate **Facility Dept.** and **PO Value**
- Click **Add**.
- Repeat for each day worked.
- If applicable, enter and **save** a note for BH and the client.
- Submit** when finished.

Additional Information:

- Submit timesheets by **end-of-day Friday** to allow ample time for approval, ensuring **timely pay**.
- Multiple time periods can be added to a single day.
 - e.g., break exceeds 2 hours; working on different project invoices
- If unsure of selections to make, or for information on processing expenses, reach out to your staffing consultant!

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