



Welcome to our online timesheet system! In order to log in to the system, you should have received an email with your log in information. If you have not received this email please reach out to your local Mom Corps contact directly.

Click on the link in the email (<https://momcorps.bbo.bullhornstaffing.com>). This will bring you to a log in screen:

The screenshot shows a login form with the following elements:

- Username field: "enter your user name here"
- Password field: "••••••••"
- Remember me checkbox: "Remember me on this computer"
- Forgot Password link: "Forgot Password"
- Log in button: "Log in >>>"

The text box on the right explains:

- Enter your username and password from the email.
- This will log into the system.
- If you forgot your password, please click on the "Forgot Password" hyperlink. This will reset your password and an email will be sent to you with your new password.

To enter in your time:

The screenshot shows the "Create Timesheet" interface with the following elements:

- Navigation tabs: "Timesheets", "Expenses", "Reports"
- Timesheet Status: "Not Created"
- Timesheet Period: "May 2013" with a calendar view showing dates 1 through 31. A red arrow points to the week of May 13-19.
- Create a new timesheet options:
 - Blank Timesheet
 - Copy Previous Timesheet
 - No Hours – this will automatically approve the timesheet with no hours and cannot be undone
- Create button: "Create"

In order to create a new timesheet you must **select the week** you need to submit hours for and **create a new timesheet**. Click on the week in the calendar to select the correct week.

You have the option to:

1. Create a Blank Timesheet
2. Copy Previous Timesheet
3. Create a 40 Hour Worked Timesheet
4. Create a No Hours Timesheet

Select the timesheet you would like to create, click “Create” and enter your hours for the week. Most cases, you will use the option – **Create a Blank Timesheet**.

Timesheets Expenses Reports Timesheet Status: In Progress

Timesheet Period

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Hours

Date	Hours	Minutes	Total Hours
Sun 05/19/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00
Mon 05/20/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00
Tue 05/21/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00
Wed 05/22/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00
Thu 05/23/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00
Fri 05/24/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00
Sat 05/25/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	0:00

Notes (0) Attachments (0) **Submit Timesheet** View Timesheet Delete Timesheet



Once all of your time has been entered for the timesheet period, make sure to hit the “Submit Timesheet” button on the bottom of the page.

In the event that your timesheet is rejected, you will receive an email alerting you to adjust your time.

Time can be entered on a daily basis. If you prefer to enter time this way, simply enter the hours for the day and exit out of the system. The hours are automatically saved.

If you should have any questions, online help is always available here: [Timesheet Employee Support Guide](#) or contact your local Mom Corps representative directly.