

## Beacon Hill Staffing Group Contractor Time Entry

Hourly contractors working for Beacon Hill Staffing Group 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.

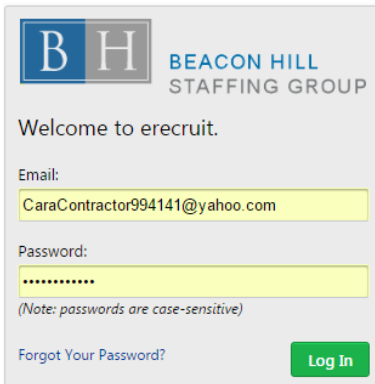
*Result: The erecruit login page displays.*

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**.



BEACON HILL  
STAFFING GROUP

Welcome to erecruit.

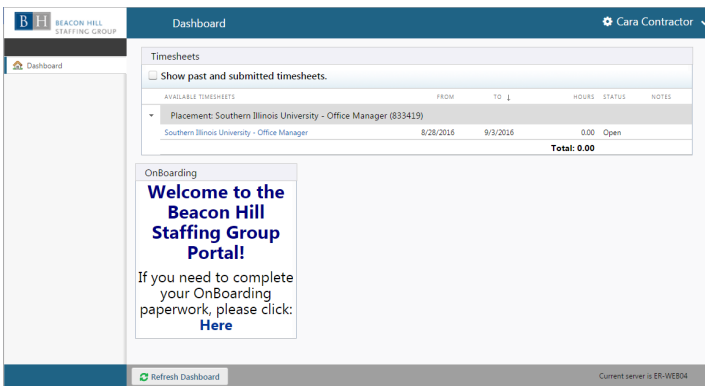
Email:  
CaraContractor994141@yahoo.com

Password:  
.....

(Note: passwords are case-sensitive)

[Forgot Your Password?](#)

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



BEACON HILL  
STAFFING GROUP

Dashboard Cara Contractor

Timesheets

Show past and submitted timesheets.

AVAILABLE TIMESHEETS	FROM	TO	HOURS	STATUS	NOTES
Placement: Southern Illinois University - Office Manager (833419)					
Southern Illinois University - Office Manager	8/28/2016	9/3/2016	0.00	Open	
			<b>Total: 0.00</b>		

Onboarding

**Welcome to the Beacon Hill Staffing Group Portal!**

If you need to complete your Onboarding paperwork, please click: [Here](#)

Current server is ER-WEB04

## To Add Time:

1. Click on the name of the assignment for the week in which you want to enter time.

Timesheets						
<input type="checkbox"/> Show past and submitted timesheets.						
AVAILABLE TIMESHEETS	FROM	TO ↓	HOURS	STATUS	NOTES	
Placement: Southern Illinois University - Office Manager (833419)						
Southern Illinois University Office Manager	8/28/2016	9/3/2016	0.00	Open		
			<b>Total: 0.00</b>			

2. Below the date you worked, click **Add Time**.

Timesheet	Expenses	Notes				
Total:						
Expand all / Collapse all						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
08/28/2016	08/29/2016	08/30/2016	08/31/2016	09/01/2016	09/02/2016	09/03/2016
-	-	-	-	0 hours	0 hours	0 hours
				Add Time	Add Time	Add Time

3. In the Rate field, select **Regular Pay**.
4. In the **Start / End** fields, enter or select the time you started and stopped working.
5. In the **Break** field, enter the amount of time you took off work for breaks.
6. **If a PO or unique identifier field displays**, select the appropriate value from the list provided for each time entry. (If you do not see a PO field, it is not a required item for your contract.)
7. Click **Add**.
8. If you need to add additional time for a day, click the **Add Time** button again.
9. After adding time for the day, click the **Close** button.
10. At the end of your assignment's work week, and **after entering all time you worked on that assignment that week correctly**, click the **Submit** button.

<b>Submit</b>	Close	Refresh
---------------	-------	---------

*Result: Your entered timesheet will be submitted to the timesheet approver on your assignment.*



**Note:** The timesheet approver will review the time you entered. If there are discrepancies, he/she may reject the time for you to make corrections. If the timesheet approver agrees with the time you entered, he/she will approve the timesheet, where it will be ready for the next pay cycle.

Mon 07/25/2016	
Rate	Regular Pay
Start	End
8:00 AM	5:00 PM
Break	30 minutes
PO	E30QC
Monthly Total	2L QC
Type	QC
Cancel	<b>Add</b>

### **Contractor Expense Process** (effective 1/13/19)

Contractors who have expenses that Beacon Hill has agreed to reimburse must submit an expense report with the appropriate receipts attached and approval by the designated people.

#### **Expense Reports are required to be:**

- Submitted when a contractor has expenses that need to be reimbursed.
- Submitted weekly for the current week only.
- Documented on the attached Excel Spreadsheet, with the proper Match ID number documented.
  - Match ID number can be obtained from your recruiter.
- Accompanied by a corresponding receipts that details the item being reimbursed, a complete breakdown of costs, and any taxes or tips paid.
  - Credit card / bank statements are not acceptable forms of receipts.
  - Restaurants or other situations where a tip is added, **both** the itemized receipt **AND** the credit card receipt are required.
  - The corresponding line item number on the Expense Report must be written on the receipt, and circled.
  - All expenses need itemized receipts, regardless of the expense amount. (Excluding mileage)
- Approved by the proper, designated people.
  - Billable expenses – submitted to your manager at the job site for approval.
  - Non-billable expenses – submitted to your recruiter for approval.
- Submitted in one email per expense report.
  - Note: Beacon Hill has a 10MB email size limit.
- Submitted to your recruiter AND to our payroll department via email at [Payroll@BeaconHillStaffing.com](mailto:Payroll@BeaconHillStaffing.com).
- Titled with the subject line: “Location-Division Temp Expense for First Name Last Name”.
  - Example: BOS-TT Temp Expense for Thomas Patrick Brady.
- Submitted with approval by Friday at 5:00 PM EST to guarantee payment the following Friday.
  - Expenses submitted either after 5:00 PM EST on Friday, or submitted improperly will result in delayed payment.

#### **BHSG Temp Expense Report Template**



Temp Expense  
Report\_2019.xlsx

#### **Example Expense Report Submission**



FW BOS-TT Temp Expense for Matt Depin.msg