



# Contract Labor Services

## Quick Reference Guide for Contingent Workers



### Submit a Timesheet

Each week, you will login and select the date range for the Timesheet that you are entering by scrolling through the search box.

Welcome to Beeline Time Entry. For a brief introduction, view the [showcase tour](#).

Viewing timesheets for supplier: Test Supplier

[show details](#)

cancel

[add comment](#)

Scroll down and enter in your hours for each day worked. Then select the **Project, Task, Cost Center and Pay Code**.

cancel  view printable pdf

[add comment](#) [copy previous week](#)

Professional-Account Manager I [show details](#)

Project*	Task	Cost Center	Pay Code*	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	TOTAL
✕	project required	105.900010.90511	RT								0

TOTAL HOURS 0 0 0 0 0 0 0 0

Click on the **blue "+" box** to enter in additional overtime hours **Save Changes** then click **Submit for Approval**.

cancel
 view printable pdf

Please contact your agency with any questions. If escalation is needed your agency will contact Contract Labor Services.

### Amend a Timesheet (Cont.)

Edit Timesheet Warning

You are changing this timesheet from a submitted status back to an editable format. This will require you to re-submit the timesheet.

Edit the **Hours, Project, Task, Cost Center, Pay Code, or Overtime Hours** then click **Save Changes** followed by **Submit for Approval**.

cancel  view printable pdf

[add comment](#) [copy previous week](#)

Professional-Account Manager I [show details](#)

Project*	Task	Cost Center	Pay Code*	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	TOTAL
✕	project required	105.900010.90511	RT		8	8	8	8	8	8	40

cancel
 view printable pdf

### Amend a Timesheet

Scroll through the work week timesheet list until you find the week's timecard you want to amend by clicking on the up and down arrows.

Viewing timesheets for supplier: Supplier Test

[search](#)
[40 hours - submitted](#)

Submitted by Champ Kind Nov 15 2012, 7:06 PM EST [view details](#)

Click on Edit Timesheet and then select Edit Timesheet again in the pop up box.

[view printable pdf](#)



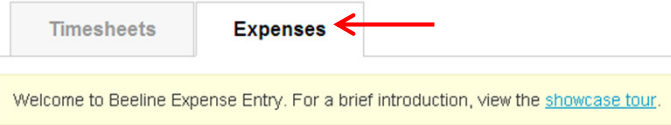
# Contract Labor Services

## Quick Reference Guide for Contingent Workers

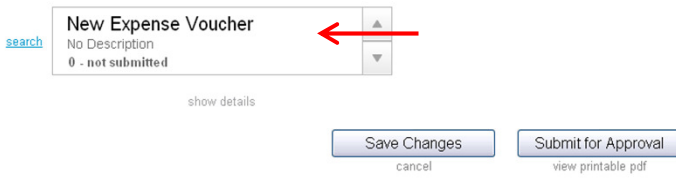


### Submit an Expense

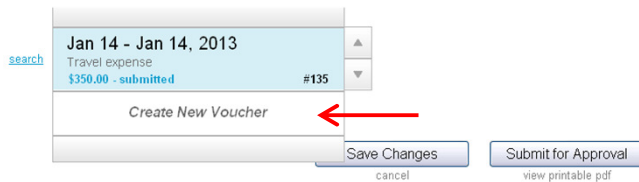
Once logged into the Time system select the **Expense** tab



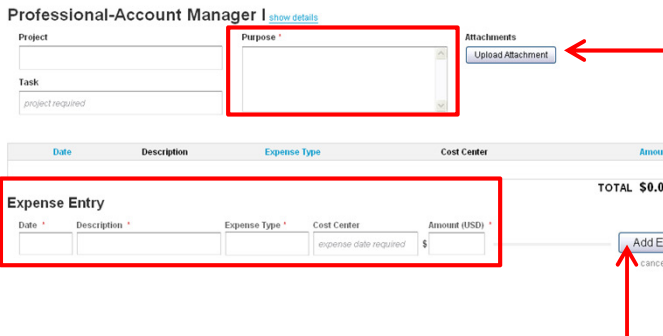
Click on "**New Expense Voucher**" to fill out necessary expense information...



...then select "**Create New Voucher**".



Scroll down and fill out the necessary expense information, click **Add Entry** for every separate expense. Then, upload all applicable receipts via the **Upload Attachment** function.



Click **Submit for Approval** once the expense information is successfully inputted. (**Note:** you may click Save Changes and return to the expense at a later date.)



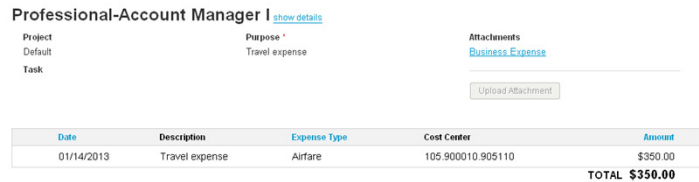
Please contact your agency with any questions.  
If escalation is needed your agency will contact Contract Labor Services.

### Amend an Expense

Click on **New Expense Voucher** and select previously saved or submitted expense



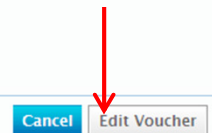
Click **Edit Voucher** and a pop-up window will appear notifying you that you are about to edit your expense, click **Edit Voucher** again and make any necessary changes to your expense.

Date	Description	Expense Type	Cost Center	Amount
01/14/2013	Travel expense	Airfare	105.900010.905110	\$350.00
<b>TOTAL</b>				<b>\$350.00</b>

#### Edit Voucher Warning

You are changing this voucher from a submitted status back to an editable format. This will require you to re-submit the voucher.



Click **Save Changes** and **Submit for Approval** once the expense information is successfully edited.

