



TIME CLOCK APPROVAL PORTAL GUIDE

1. Log into the timeclock site by visiting-
<https://deltastaffing.bbo.bullhornstaffing.com/Login/> .
**Note this site functions optimally when using the GOOGLE CHROME browser.*
2. Once logged in through GOOGLE CHROME, to the left of the blue 'Actions' button is a Status drop-down menu.
3. Select 'In Progress' to view all current week timesheets. This is where you can monitor time throughout the week.
4. At the end of the week, you can either Approve or Reject each timesheet individually.
 - a. If you reject a timesheet for any reason, it will allow you to enter a note as to why it was rejected.
 - b. The system automatically informs the employee via email so they may adjust / resubmit the timesheet to you.

If you have any questions email info@lastudentworks.com or call 504-688-2555 toll free: 866-226-2555