

How to Submit Your Hours

Thank you for choosing to use LandrumHR's electronic timesheet submittal software, "Bullhorn Time and Expense." This program allows you to report your hours electronically. You can enter your time daily or at the end of your workweek.

**You will not be able to access Bullhorn Time and Expense until noon on the first day of your assignment. To register and enter your time, follow these steps:

1. Go to [Bullhorn Time & Expense \(bullhornstaffing.com\)](http://bullhornstaffing.com)
2. Once on the Bullhorn Time and Expense site, you will select "Register"
3. You will register with your first and last name and the last four digits of your social security number. Note: Your email address is your User ID
4. For detailed instructions on entering time, visit: [Web Time Entry Dashboard \(bullhorn.com\)](http://bullhorn.com) and [Web Time Entry In and Out Time Entry \(bullhorn.com\)](http://bullhorn.com).

Bullhorn Time and Expense will send you email reminders each Thursday at 5 p.m. or Saturday at 12 p.m. CST if you have not entered any time for the week.

Please enter all your time by Saturday at midnight, CST to ensure you are paid on time. PeopleNet rounds your time to the nearest quarter hour.

Email will be the primary means of communication for distribution of any training materials and system updates. Email will also be the method of communication for password resets if necessary. [If you do not currently have an email address, click here to create a free one through Google.](#)

If you have questions, please do not contact your worksite employer, contact our Staffing Payroll Department by emailing WFSPayroll@LandrumHR.com or calling 850-476-5100.

Welcome Aboard!