

Encadria Online Time & Expense Portal Directions

To improve your web time entry experience, Encadria Staffing Solutions has moved to
Bullhorn Time & Expense

Encadria employees, follow these easy steps to register and begin using Bullhorn Time & Expense.

- Go to <http://encadria.bte.bullhornstaffing.com/>
- Click **Register** to create a new account
- Log In with your email address & **PIN # (last 4 of your SSN)**
- Select the correct week ending date to open your timecard and enter your hours worked for that week
- **Submit** your weekly timesheet by Sunday at midnight to ensure that your hours are approved and processed in a timely manner.

Saved time is not sent to payroll for processing.

Please allow emails from donotreply@bte.bullhornstaffing.com, so that you receive reminder and verification emails from Bullhorn Time & Expense.