Entering Time in Beeline

Entering new time in Beeline.

Step	Action
1.	Login to **Beeline** click here Enter you **NT Account** Enter your **Password**
Note:	*You may have a Resource account without 001c at the end and a Client account with 001c at the end. Please make sure to enter your time using your resource account profile.*
2.	When you log it will default to the current week's timesheet. To select another week use the Up and Down arrows to select the appropriate week. • To enter time use the following **Work Type** and enter your hours for each day accordingly • Select the correct **Work Type** *(if multiple Work Types need to be selected Click +Add to add another timesheet line)* • **Time Worked** *(This Work Type should be selected to record the hours that you worked each day)* • **Time Not Worked** *(This Work Type should be selected for the time NOT worked (e.g. Vacation))* • **Holiday** *(This Work Type should be selected to record time that you did NOT work but the specific date is aligned to a US or non-US Based Holiday (dependent upon your work location)* • **Furlough** *(This Work Type will be pre-populated to reflect the pre-identified hour(s) or day(s) where Comcast has deemed that working time is NOT required)*
Note:	*If you need to select a different **Work Type**'s click the Add" button. You may also add all four Work Type and pin each one which will enable visibility on future timesheets*
4.	Click **Submit for Approval** to submit your timecard for manager approval. *(if you are not ready to submit, click **Save Changes**)*
Note:	*The following are the different types of timesheet statuses for your reference:* *Saved – Time has been entered but not submitted for approval* *Submitted – Time submitted to your Hiring Manger but not approved* *Approved – Time has been approved by your Hiring Manager* *Locked – Hours have been invoiced* *Missing – No time has been entered or saved*

Downloading the mobile app and registering your mobile device

Step	Action
1.	To download & pair your device, follow these steps: • From your mobile device, navigate to either the Apple App Store or the Google Play Store. Then locate and download the Beeline Contractor app to your mobile device. • The first time you launch Beeline Contractor, instructions for pairing your device display on your mobile device. • From your Desktop/Laptop, navigate and log on to your Beeline VMS account. • Click the Preferences gear, and then click My Preferences. The Preferences—My Account page displays • Click My Preferences (The Preferences—My Account page displays) • Select the Beeline Manager Devices tab • Click Register New Device • Using your smartphone, scan the bar code on your Desktop/Laptop Device (Caution: Both the QR & the activation codes expire in two hours & can be used only once) • Click OK
Note:	*You may have a Resource account and a Client account (this is your NT Account with 001c at the end). Please make sure to enter your time under your resource account.*

Entering time on the mobile app

Step	Action
1.	Open the **Beeline Contractor** app on your mobile device
Note:	*When you open your device you will see the current and past weeks timesheets and you will be able to see the amount of hours you have already entered and the status of your time. The following are the statuses you will see* *Saved – Time has been entered but not submitted for approval* *Submitted – Time submitted to your Hiring Manger but not approved* *Approved – Time has been approved by your Hiring Manager* *Locked – Hours have been invoiced* *Missing – No time has been entered or saved*
2.	To begin entering time: • Click on the week you need to enter time for • Click on the assignment number/job title to open your time sheet • Click on **Start** • In the **Work Type** section, enter the % sign to show all the available **Work Type**'s options (see below for **Work Type** descriptions) • Tap in each day to record your hours • Click **Done** • **If multiple works type are required, click New and repeat the steps above** • Click **Save**
Note:	• **Time Worked** *(This Work Type should be selected to record the hours that you worked each day)* • **Time Not Worked** *(This Work Type should be selected for the time NOT worked (e.g. Vacation))* • **Holiday** *(This Work Type should be selected to record time that you did NOT work but the specific date is aligned to a US or non-US Based Holiday (dependent upon your work location)* • **Furlough** *(This Work Type will be pre-populated to reflect the pre-identified hour(s) or day(s) where Comcast has deemed that working time is NOT required)*
3.	If all hours have been submitted, click **Review & Submit, Submit** and **Submit** (comments are not required). Remember if saving your timesheet you will still need to submit your time for approval when ready.