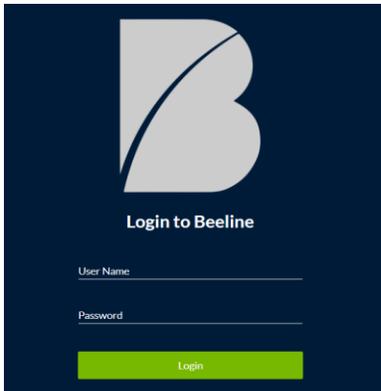


Beeline Quick Reference Guide for Contractors

Registration

You will receive an email from Beeline with a link to Beeline. Your username should be provided to you by your Employer/Staffing Supplier.

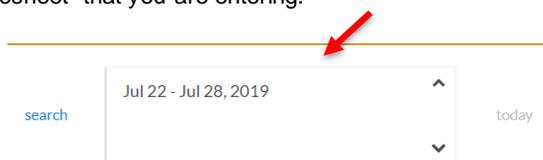
1. Copy the user name and click on the link in your registration email.
2. A temporary password will populate for you.
3. Click **Login**.
4. Fill in the fields and change anything that may be incorrect.



***Your registration email is only valid for your first log in. After you register, delete the email.** Going forward, you will access the system by going to <https://prod.beeline.com/samsung>. We recommend that you bookmark it for future reference.

Submit Time

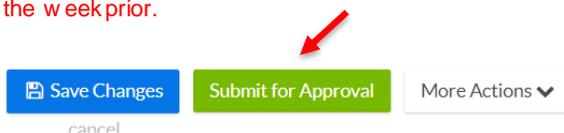
Each week by Monday at **noonEST**, timesheets should be entered in Beeline. You will login and select the date range for the Timesheet that you are entering.



The Cost Center and Pay Code will default. Enter the hours worked per day during the week. You will enter in total hours per day, even if you worked more than 8/day. Overtime is calculated on the backend.

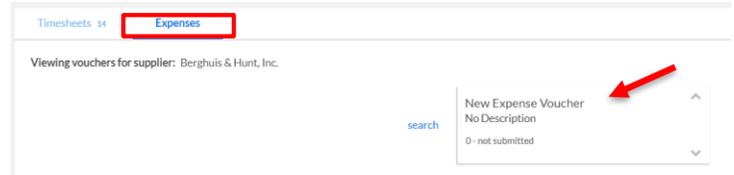


If you would like to save the Timesheet to be submitted at a later time, click the **Save Changes** button. If you would like to submit it immediately for approval, click the **Submit for Approval** button. **Timesheets must be submitted by noonEST on Monday for hours worked the week prior.**



Submit Expense

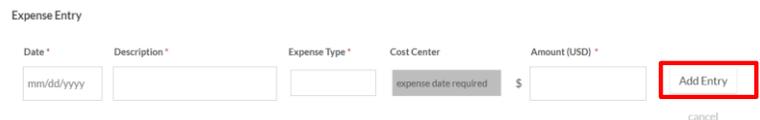
Each week by **Monday at noonEST**, you will login and select Expenses then select Create New Voucher.



Begin filling in the required information on the expense voucher. Enter the purpose of the expense and upload required receipts/attachments. Be sure to enter all required fields.



To add multiple expenses on the same voucher select Add Entry and enter in the next expense line item



If you would like to save the Expense to be submitted at a later time, click the **Save Changes** button. If you would like to submit it immediately for approval, click the **Submit for Approval** button. **Expenses must be submitted by noonEST on Monday for expenses incurred the week prior.**

