

Timesheet and billing management

Automates timesheet collection from placed contractors, validates hours against client approvals, and generates accurate invoices for staffing firm billing. Reduces manual processing time and ensures timely payments.

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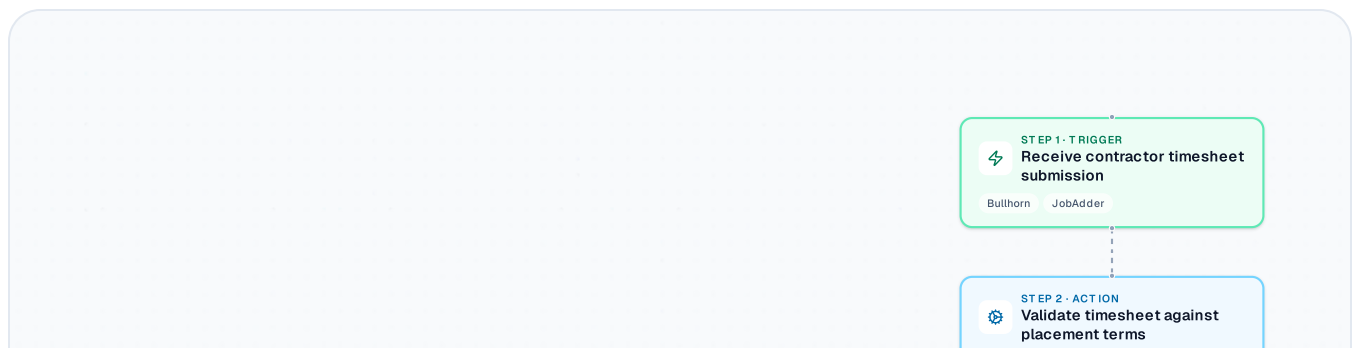


WORKFLOW TRIGGER

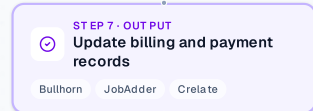
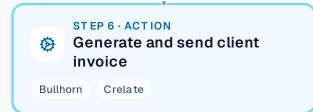
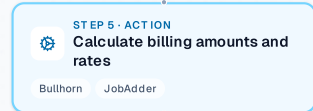
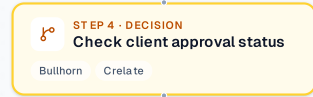
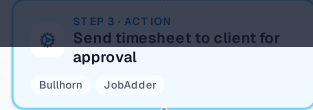
Contractor submits weekly timesheet through staffing platform

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.



Bullhorn Crelate



Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

Receive contractor timesheet submission

Contractor uploads timesheet with hours worked, project codes, and client information through the ATS portal. System captures all timesheet data and metadata for processing.

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2

 ACTION

Validate timesheet against placement terms

System cross-references submitted hours with original placement agreement including hourly rates, overtime rules, and maximum weekly hours. Flags any discrepancies for review.

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3

 ACTION

Send timesheet to client for approval

Automated email sent to designated client manager with timesheet details and approval request. Tracks approval status and sends reminders if no response within 48 hours.

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4

 DECISION

Check client approval status

System determines if client has approved, rejected, or requested changes to the submitted timesheet. Routes to appropriate next action based on approval decision.

5

 ACTION

Calculate billing amounts and rates

Applies client-specific markup rates, overtime calculations, and any additional fees to approved hours. Generates line items for invoice creation with detailed breakdowns.

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6

 ACTION

Generate and send client invoice

Creates formatted invoice with approved timesheet details, calculates totals including taxes, and automatically sends to client billing contact. Updates contractor payment status.

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7

 OUT PUT

Update billing and payment records

Records invoice details in ATS, updates contractor payment queue, and triggers payroll processing. Creates audit trail for all timesheet and billing activities.

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Outputs

- Client invoice generated and sent
- Contractor payment queue updated
- Timesheet approval audit trail created



Key Metrics

- Average timesheet processing time
- Client approval response rate
- Invoice payment cycle time



Tools & Integrations

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