Time entry using new Time Sheet

1. Save a copy of the blank time sheet, found on the Human Resources webpage, onto computer's hard drive. (For further instructions on how to do this contact the Helpdesk, x7070.)
2. Enter the following information into the top section:
    a. Your name
    b. Department
    c. Your Employee ID number
3. Enter the "Pay Period" beginning and ending dates in the Pay Period section.
    a. Click the beginning date cell and a drop-down arrow appears.
    b. Click the drop-down arrow and select the correct date from the list of available dates.
        i. The beginning date should be the Saturday **before** the beginning of the pay period.
        ii. For example, if the first day of the pay period is 6/1/06, select 5/27/06 (Saturday) as the beginning date.
        iii. Start time with the first day of the pay period. Do **not** enter the previous month's time to complete the week. Do **not** resubmit previous month's time
    c. There is a function attached to this date entry. When beginning date is entered, the dates in column "B" on the time sheet change to reflect the beginning date entered.
    d. Enter the last day of the pay period in the corresponding cell.
4. Enter daily time in the corresponding cells.
    a. Time should be entered in the following format:
        i. 00:00<space>A or P
        ii. Example: 8:22 A
    b. Time should reflect "true" time worked.
        i. For example, 8:23 A until 12:00 P.
    c. Enter as many "IN" and "OUT" times as needed in a day.
        i. Most employees will have at least 2 "IN" times and 2 "OUT" times.
        ii. Do not enter break times.
            1. 2 breaks daily, each for 15-20 minutes are allowed.
            2. Breaks can be modified or suspended, due to work load, by your supervisor
            3. You cannot "bank" break time to use it at the first or end of the day or to lengthen lunch breaks.
    d. As "IN" time is entered, an incorrect number will display in the Daily Total column. This total will be corrected, when an entry is made into the "OUT" time cell.
    e. The Daily Total cell contains a formula, and is protected from editing.
5. Weekly total adds automatically, and reflects daily total worked for the entire week.
    a. This cell contains a formula and is protected from editing.

6. The weekly rounded total appears in the “Weekly Rounded Total” cell.
    a. This cell contains a formula and is protected from editing.
7. Enter (as a number, not time) the weekly hours you would like to be paid in the “Hours to be Paid” section.
    a. Add any leave you want paid with the Rounded Weekly Total and enter that total in the Hours to be Paid cell.
8. The monthly totals for the “Total Hours Worked Rounded” and the “Total Hours to be Paid” are calculated automatically.
    a. This cell contains a formula and is protected from editing.
9. Enter any leave in the corresponding Leave columns on the date leave is taken.
    a. This time should be entered as a number
        i. For example, 4.00 for 4 hours
10. Sick Leave – enter the hours taken in the Sick Leave column (**No** text needed in the column to the right)
11. Personal Leave - enter the hours in the “Sick Leave” column, and then enter a “P” (without quotation marks) into the column to the right.
    a. Personal Leave is only available after all Annual Leave and Compensatory time is exhausted.
12. Funeral Leave - enter the hours in the “Sick Leave” column, and enter an “F” (without quotation marks) into the column to the right.
13. Worker’s Compensation - enter the hours in the “Sick Leave” column, and enter an “WC” (without quotation marks) into the column to the right.
14. If Sick Leave **and** Personal or Funeral Leave are taken on the same day, enter the total hours of all leave in the Sick Leave column and then enter the number of hours with text code in the column to the right.
    a. For example, a total of 5 hours Sick Leave was taken with 3 of those hours for Funeral Leave: 5.00, 3F.
15. Other leave - enter the hours taken in the “Other Column”, and enter text in the column to the right to identify the type of leave.
    a. The following should be used to identify “Other” leave:
        i. Administrative Leave = A
        ii. Jury Duty = J
        iii. Military Leave = M
        iv. Special Leave = SP
16. Call Back to work for a SWOSU emergency situation, will receive a minimum of 2 hours of pay.
    a. Enter the two hours of time on the same day that the Call Back occurred. If time worked was longer than 2 hours enter exact time.
    b. Enter the actual time worked on the “Call Back” lines found at the bottom of the sheet
        i. Example: 7:33 P 8:28 P 6/21/06.
17. Human Resources will determine how much Compensatory Time earned in a pay period.
    a. This section is protected from editing.
18. Print the time sheet.
    a. Sign and pass it to the person who collects the time sheets for your department for signature of supervisor.
19. Any questions about time entry? Call Human Resources at 3246 or 3275.