

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO ENTER TIMESHEET FOR CERTIFIED STAFF

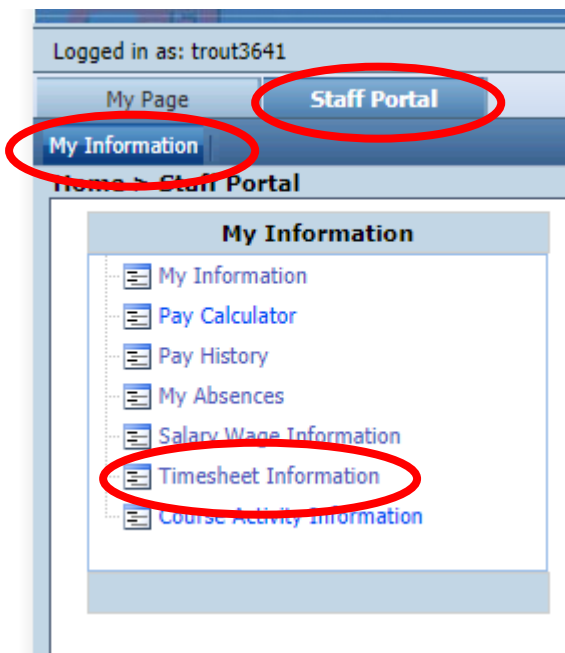
If you need assistance to login, please see: **How to login to the New Staff Portal**

HOW TO ENTER A TIME SHEET:

The Learning Guide will review:

- How to Access your Time Sheet Information for Entry
- How to Complete your Time Sheet
- How to Access your Time Sheet History

1. Click the Staff Portal
2. Click the My Information Tab
3. Click the Timesheet Information



The Timesheet Entry tab displays any timesheets you have been given access to complete.

The example below is a timesheet needed for Payroll Processing. **Make sure that all timesheets are completed by their due date.** The Complete by date and Days remaining are also provided in the grid for your information. The name of the Timesheet, Pay Date and Pay Period information displays for you to aid in selecting the correct timesheet. The Status identifies the status of each timesheet with Not Found representing that you have not yet started entering time.

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Timesheet Entry | **Timesheet History**

Timesheet Entry Disclaimer

Timesheet Approval Disclaimer Message

Timesheet Selection

Timesheet	Pay Date	Pay Period	Status	Complete by	Days Remaining	Needed for
Professional Extra Duties	06/01/2018	5/6/2018-5/19/2018	Not Found	05/22/2018	5	Payroll Processing

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Click on the Timesheet name, which will be shown as a link represented by **blue text**. This will direct you to the Timesheet you have selected. Use the dropdown box for **TYPE** and select **WORK**. Use the dropdown box for **Job Title**. As Cert Staff you may have multiple job titles because different supervisors are responsible to approve your time sheet. Use the dropdown box and select **the correct job title**.

Date	Day	Type	Job Title (Location)	Units	Program	Note
07/30/2018	Mon	Work	Fourth Grade Teacher (IS-Intermediate School)		--Select--	
07/31/2018	Tue	Work	Fourth Grade Teacher (IS-Intermediate School)		--Select--	

If you need to add an additional line on any day because you need to record time without students; just click on the green plus on left side by the date you want to add another line. If you have time with students and without students on the same day, **YOU MUST ENTER THEM SEPERATELY (there are 2 different pay rates)**.

Date	Day	Type	Job Title (Location)	Units	Program	Note
07/30/2018	Mon	Work	Fourth Grade Teacher (IS-Intermediate School)		--Select--	
07/30/2018	Mon	--Select--	Fourth Grade Teacher (IS-Intermediate School)		--Select--	

Enter the hours in the unit column. Please remember if you need to record 15 minutes – it is not 15, it is 0.25 hours. If you need 30 minutes it is not 30, it is .50 hours.

Use the dropdown box under **Program** to choose the correct program code. Please make sure you are paying attention. These are all tied to specific account codes. If you are choosing a meeting, training or other **YOU MUST ENTER WHAT IT IS IN THE NOTE COLUMN**. It is not your supervisors job to guess what it is.

If you do not work a day, leave the work type at SELECT.

Date	Day	Type	Job Title (Location)	Units	Program	Note
07/30/2018	Mon	Work	Fourth Grade Teacher (IS-Intermediate School)		--Select--	
07/31/2018	Tue	Work	Fourth Grade Teacher (IS-Intermediate School)		--Select--	

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Make sure to click on the **SAVE** Button when you are done entering your time sheet information.

The screenshot shows a form with three rows of data for dates 05/16/2018 (Wed), 05/17/2018 (Thu), and 05/18/2018 (Fri). Each row has dropdown menus for Job Title (all set to 'ESY Teacher (DIST-District)'), Location, Supervisor, and Regular Hours. A 'Save' button is located at the bottom left and is circled in red.

You will see when your time sheet is due by looking at the top of your timesheet

The screenshot shows a summary table with the following data:

Job Title	Location	Supervisor	Regular Hours
Fourth Grade Teacher	Intermediate School	Scott S Zimmerman	
PROF DEV OR CURRICULUM WRITING	Intermediate School	Sandra Mattocks	
Total: 0.00 Hours			Complete: <input type="checkbox"/>

A red warning message at the top reads: "This Timesheet must be completed prior to: 08/14/2018". This message is circled in red.

The Total of the units that were saved display in the top section of the timesheet for you to verify. **When you are done making changes to your timesheet, check the box marked Complete.**

This screenshot is identical to the previous one, but the 'Complete' checkbox is now checked, and the entire checkbox area is circled in red.

When all of the information has been accurately entered into your timesheet and you select the **Complete** checkbox your screen will look like this:

The screenshot shows the completed timesheet with the following summary table:

Job Title	Location	Supervisor	Regular Hours
ESY Teacher	Intermediate School	Linda J Kline	4.00
Learning Support Teacher	Intermediate School	Linda J Kline	7.50
PROF DEV OR CURRICULUM WRITING	Intermediate School	Sandra Mattocks	
Total: 6.00 Hours			Complete: <input checked="" type="checkbox"/> 8/9/2018 10:26:54 AM

The 'Complete' checkbox is checked and the timestamp '8/9/2018 10:26:54 AM' is circled in red. Below the summary table is a detailed list of units with columns for Date, Day, Type, Job Title (Location), Units, Program, and Note.

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This has completed your time sheet and your supervisor(s) will be notified your time sheet has been submitted. If you are trying to submit and you can't, make sure you didn't miss the due date. That is 95% of the time the reason it won't submit. At that point you will need to contact Brenda in the Payroll Office.