



CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Application: HR/Payroll

FIS-Staff Timesheet Entry Learning Guide

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CENTRAL
SUSQUEHANNA
INTERMEDIATE UNIT

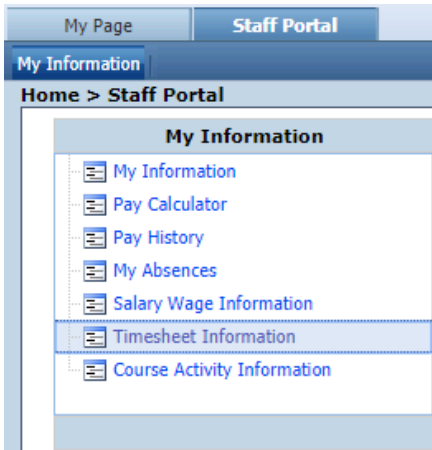
INTRODUCTION

This learning guide will review:

- How to access your Timesheet information for Entry
- How to complete your Timesheet for Payroll Processing or record keeping purposes
- How to access your Timesheet History information

STAFF TIMESHEETS

Staff Timesheets are found by selecting **STAFF PORTAL>MY INFORMATION>TIMESHEET INFORMATION**.



Timesheet Entry

The Timesheet Entry tab displays any timesheets you have been given access to complete. If you do not regularly submit a timesheet for a salaried position but occasionally work extra duties requiring a timesheet to be completed for payment, do not create a timesheet unless necessary for payment. Hourly and Daily paid staff will need a timesheet to be completed every pay period. If you have been asked to create a timesheet for tracking purposes, enter the information as appropriate. This type of timesheet is only being used to track time and will not affect your pay.

You are shown the reason for the timesheet being completed in the **Needed for** column in the grid. The example below is a timesheet needed for Payroll Processing. Make sure that all timesheets are completed by their due date regardless of their needed for value. 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 current status of each timesheet with Not Found representing that you have not yet started entering time.

Timesheets

Name: Tracy Solomon

ID: 1244

Class: TECH

Timesheet Entry

Timesheet History

Timesheet Entry Disclaimer

Time that is entered will be reviewed by your Supervisor prior to approval. If errors are found you may be notified or edits to the total time can be made by your Supervisor.

Timesheet Selection

Timesheet	Pay Date	Pay Period	Status	Complete by	Days Remaining	Needed for	
CSIU Hourly	05/05/2017	4/17/2017-4/30/2017	Not Found	05/03/2017	12	Payroll Processing	

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Different Timesheet Options:

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. Depending upon how your timesheet was set up you could see different options for entering your time and have different values available to you in the Type field to select from. Your timesheet may or may not include absence recording options as well.

Timesheets could be created by default with 2 records per date to record starting and ending times as shown below:

Date	Day	Type	Job Title (Location)	In Time	Out Time	Total	Absence	Note
 11/13/2017	Mon	--Select--	SECURITY (30-POTTSVILLE HIGH SCHOOL)	--:--:--	--:--:--			
 11/13/2017	Mon	--Select--	SECURITY (30-POTTSVILLE HIGH SCHOOL)	--:--:--	--:--:--			
 11/14/2017	Tue	--Select--	SECURITY (30-POTTSVILLE HIGH SCHOOL)	--:--:--	--:--:--			
 11/14/2017	Tue	--Select--	SECURITY (30-POTTSVILLE HIGH SCHOOL)	--:--:--	--:--:--			

Or, a single entry of time for the entire day as shown below:

Date	Day	Type	Job Title (Location)	Units	Note
 11/13/2017	Mon	--Select--	TEACHER (20-DHH LENGEL MIDDLE SCHOOL)		
 11/14/2017	Tue	--Select--	TEACHER (20-DHH LENGEL MIDDLE SCHOOL)		

Or, with 1 in and out time and a break period for the day as shown below:

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
 11/13/2017	Mon	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/14/2017	Tue	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				

Regardless of the type of timesheet you are asked to complete the rules are basically the same.

Timesheet Entry

Name: Macy J Accor

ID: 19

Class: DRIVER

Request Absence

Timesheet: CSIU Hourly

Pay Period: 11/13/2017 - 11/26/2017

Pay Date: 12/01/2017

Timesheet Report

This Timesheet must be completed prior to: 11/28/2017

Job Title

Location

Supervisor

Regular Hours

DRIVER

JOHN S. CLARKE ELEMENTARY CTR

Addison L Nesbit

5.00

Total: 11.00 Hours

Complete: ☐

Cancel

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
 11/13/2017	Mon	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	07:00 AM	01:00 PM	30	5.50		
 11/14/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	07:00 AM	01:00 PM	30	5.50		
 11/15/2017	Wed	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/16/2017	Thu	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/17/2017	Fri	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/18/2017	Sat	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/19/2017	Sun	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/20/2017	Mon	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/21/2017	Tue	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/22/2017	Wed	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/23/2017	Thu	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/24/2017	Fri	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/25/2017	Sat	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				
 11/26/2017	Sun	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--:--	--:--:--				

Save

NOTE: There is a **SAVE** button at the bottom left corner that is needed to validate and Save changes.

Each Timesheet shows your Name, ID and Class at the top followed by the timesheet information below it. If the timesheet you selected allows you to record absences then the Request Absence button will be available on the right side of the timesheet along with the Timesheet report. The Due Date information will display in red text followed by your Job Title information.

Absences and how they affect your timesheet:

When being absent is time you can be paid for on a timesheet you are completing, you should see the **Request Absence** button as mentioned above and you will see in the Type dropdown field **ABSENT** is an option you can select. Absences that have already been entered for a date displayed will have Type defaulted to **ABSENT**. Enter the time or Unit information related to the Absence to identify the time you should be compensated for. Refer to the section on entering absences below for more information.

When being absent on a date on a timesheet you are completing means you will not be paid for that date, no entry is required. Leave the Type field empty for that date and do not enter time or units.

Holiday's and how they affect your timesheet:

When a holiday occurs that you should be paid for as an hourly employee, you will see in the Type dropdown field **HOLIDAY** is an option you can select. This value will not be defaulted but select it only when your work schedule provides for a paid holiday and enter the time information based on a regularly scheduled work day.

Comp Time and how it affects your timesheet:

You may be given the option to record extra time work on a given date to be counted towards comp time and not be paid for it in the pay period it was earned. You will only see this option if it has been made available to you in the timesheets **Type** dropdown list. If available, you will have **COMP EARNED** and **COMP USED** options. When you work additional time and don't want to be paid for it in the current pay period but would rather save it to be paid in a future pay period (similar to paid time off), designate the Type as Comp Earned. This will update your balance in a Comp Time Absence and track your balance which should be available for your review in the Absence screen. Then when you are not able to work a full shift you can pull some or all of the units available in your comp time account and designate them as Comp Used units and they will be submitted for payment. You must identify separately comp time units from work units for the same date. **Comp time Used** will be a total number of units regardless of your timesheet set up for In's and Out's. **Comp Time Earned** needs to be entered based on your timesheet set up for In's and Out's.

Entering your work information on your timesheet:

The majority of the time being recorded on a timesheet will be time for work. Each date that you work that you need to enter time for should be designated with the Type value of **WORK**.

If your timesheet does not have In Time and Out Time fields, enter the total units for that date for which you should be paid.

When your timesheet does have **In Time** and **Out Time** fields you can click in the time field and select the closest time value that is accurate for your in or out time and if needed after selecting the value you can edit the value for minute changes as needed.

NOTE: Your employer has identified acceptable increments and you will have a validation error if payment is made in 15 minute increments and either your in or out time calculates to less than 15 minute value for that date.

When your timesheet has one in and out time you will also have a **Break** field. This may be defaulted to a value like 30 minutes or may require you to enter your break time minutes within the In and Out Times you entered for that date to calculate the total hours worked for that day.

Add Row Option:

If you need to record more than one Job Title being worked on a single day and your timesheet by default does not contain 2 records per date, use the **+** sign available on the left side of the date. This will add another record for that date.

	11/23/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	01:00 PM	30	3.50	
	11/24/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00	
	11/25/2017	Sat	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:-- --	--:-- --			

Note in the example shown below that only the Date, Day, and Job Title are duplicated in the new record. You will need to select the Type and enter any Units, In and Out Times, and/or Breaks. Use the red **X** to delete the row.

 CENTRAL SUSQUEHANNA INTERMEDIATE UNIT									
+	11/23/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	01:00 PM	30	3.50	
+	11/24/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00	+
✗	11/24/2017	Fri	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:-- --	--:-- --			+
+	11/25/2017	Sat	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:-- --	--:-- --			+

Duplicate Option:

The Day value that displays is blue and italicized to represent that you can click on this value. When selected, a message box will display asking you if you want to duplicate the selected row. If you see this message you can continue and select OK.

Duplicate Entry

×

Would you like to duplicate the selected row?

OK

Cancel

If you see the message shown below, you need to select Cancel and then Save your changes and reselect the record you want to duplicate.

Duplicate Entry

×

Would you like to duplicate the selected row?

You have unsaved changes that will be lost if continuing.

OK

Cancel

Selecting OK will take you to this screen to identify one or more dates that you want to replicate the selected records time for. The record that will be duplicated displays at the top. Check the boxes on the left to identify which records she be updated the same way.

Duplicate Timesheet Entry

Name: Macy J Accor

ID: 19

Class: DRIVER

Timesheet: CSIU Hourly

Pay Period: 11/13/2017 - 11/26/2017

Pay Date: 12/01/2017

Date	Day	Type	Job Title	Location	In	Out	Break	Total	Absence
11/23/2017	Thu	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	1:00 PM	0.5	3.50	

☐	Date	Day	Type	Job Title	Location	In	Out	Break	Total	Absence
☐	11/13/2017	Mon	Absent	DRIVER	JOHN S. CLARKE ELEMEN...				5.00	SISU
☐	11/14/2017	Tue	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/15/2017	Wed	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/16/2017	Thu	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/17/2017	Fri	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/18/2017	Sat	DRIVER	JOHN S. CLARKE ELEMEN...				0.00		
☐	11/19/2017	Sun	DRIVER	JOHN S. CLARKE ELEMEN...				0.00		
☐	11/20/2017	Mon	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/21/2017	Tue	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/22/2017	Wed	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/24/2017	Fri	Work	DRIVER	JOHN S. CLARKE ELEMEN...	9:00 AM	2:30 PM	0.5	5.00	
☐	11/25/2017	Sat	DRIVER	JOHN S. CLARKE ELEMEN...				0.00		
☐	11/26/2017	Sun	DRIVER	JOHN S. CLARKE ELEMEN...				0.00		

Select the **Save & Close** button at the bottom of the [Duplicate Timesheet Entry](#) screen shown above and you will be returned to your Timesheet record with the dates you selected updated with all of the in and

out values from the original record. Update them individually if adjustments are needed and save your changes.

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
10/30/2017	Mon	Absent	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--	--:--			SISU	
10/31/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/01/2017	Wed	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/02/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/03/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/04/2017	Sat	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--	--:--				
11/05/2017	Sun	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--	--:--				
11/06/2017	Mon	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/07/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/08/2017	Wed	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/09/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	01:00 PM	30	3.50		
11/10/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		
11/11/2017	Sat	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--	--:--				
11/12/2017	Sun	--Select--	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--	--:--				

Save

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**.

Timesheet Entry

Name: Macy J Accor
ID: 19
Class: DRIVER
Request Absence

Timesheet: CSIU Hourly
Pay Period: 10/30/2017 - 11/12/2017
Pay Date: 11/17/2017
Timesheet Report

This Timesheet must be completed prior to: 11/15/2017

Job Title	Location	Supervisor	Regular Hours
DRIVER	JOHN S. CLARKE ELEMENTARY CTR	Addison L Nesbit	5.00

Total: 48.50 Hours
Complete: ☒
Cancel

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

Timesheet Entry

Name: Macy J Accor
ID: 19
Class: DRIVER

Timesheet: CSIU Hourly
Pay Period: 10/30/2017 - 11/12/2017
Pay Date: 11/17/2017

This Timesheet must be completed prior to: 11/15/2017

Job Title	Location	Supervisor	Regular Hours
DRIVER	JOHN S. CLARKE ELEMENTARY CTR	Addison L Nesbit	5.00

Total: 48.50 Hours
Complete: ☒ 11/14/2017 3:56:55 PM

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
10/30/2017	Mon	Absent	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)				5.00	SISU	
10/31/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/01/2017	Wed	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/02/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/03/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/04/2017	Sat		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						
11/05/2017	Sun		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						
11/06/2017	Mon	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/07/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/08/2017	Wed	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/09/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	1:00 PM	30	3.50		
11/10/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/11/2017	Sat		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						
11/12/2017	Sun		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						

The editable grids are removed and the information displays as just informational values. You can mouse over the icons to see the information related to notes and absences.

If you find an error on your timesheet after you marked it as completed and the current date is still prior to the date showing in red, you will be able to remove the checkmark from the Complete box and be able to update the timesheet again. If the current date is not prior to the date in red you will need to notify your supervisor and they may be able to address the error as long as it is related to information that exists for a date. If nothing was entered for a date, your supervisor is not able to add information to your timesheet.

Entering Absences:

To record taking paid time off on your timesheet the request must be entered first. If your request has not yet been approved it will still allow you to enter and save the necessary information. If your request is denied you cannot identify the Type for that day as **Absent** and still be paid, you will need to update your timesheet to Type of **Work** and work that day or remove the Type and Unit information.

If the absence was unexpected and not yet entered by you or HR staff, you can use the Request Absence button on the upper right side of your timesheet to submit the request.

For Example. You were sick and it was not a planned absence. You login to update your timesheet to show you were sick on Wednesday but it will not allow you to save the Type of **ABSENT** and with your hours because a message displays stating "No Matching Absence Found" and you will not be able to save that change.

	11/16/2017	Thu	Absent	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	--:--	--:--			No Matching Absence Found	
	11/17/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		

Click on the Request Absence button and enter your date as a sick day absence and then return to the timesheet to select the Type of **Absent**. This time the system will see you have an absence requested for that date and allow you to enter the number of hours to be paid on that date for that absence. The In and Out Time fields will be disabled but the Total field for that date will become enabled. If you normally work an 8 hour day you would enter 8 into the new field

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note	
	11/13/2017	Mon	Absent ▾	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR) ▾	--:-- --	--:-- --			SISU ▾	
	11/14/2017	Tue	Work ▾	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR) ▾	09:00 AM	02:30 PM	30	5.00		

The icon to the right of the absence will display the details of the absence recorded.

If you worked part of the day and took an absence for the other part of the day you would need to add a second record for that date and identify the time spent working on one record and the total amount of time absent on the other record. Use the Add button to add the additional record for the date or if you have a green sign to the left of the date, select the sign to add the additional record for the selected date.

Entering Programs:

You may be expected to select a program from the dropdown list for each date on your timesheet you worked. This information is used to aid payroll in selecting the correct account to be charged based on your program selection. If programs are required, you will see that you are not able to save your information when Program has not been selected for a date you worked.

Date	Day	Type	Job Title (Location)	Units	Absence	Program	Note
	11/13/2017	Mon	Work	ADMINISTRATOR - CERTIFIED (20-DHH LENGEL MIDDLE SCHOOL)	1.00	--Select--	

Entering Shift information:

Shift information is used to assist in selecting the correct rate when you work on more than one shift and have a different rate of pay based on shift. Because timesheets are set up for groups of employees you may not work multiple shifts but still see shift as part of your timesheet with no options to select from as shown below.

Date	Day	Type	Job Title (Location)	Units	Shift	Program	Note
 12/25/2017	Mon	--Select-- ▼	ATHLETIC TRAINER (30-POTTSVILLE HIGH SCHOOL) ▼		--Select-- ▼	--Select-- ▼	
 12/26/2017	Tue	--Select-- ▼	ATHLETIC TRAINER (30-POTTSVILLE HIGH SCHOOL) ▼		--Select-- ▼	--Select-- ▼	
 12/27/2017	Wed	--Select-- ▼	ATHLETIC TRAINER (30-POTTSVILLE HIGH SCHOOL) ▼		--Select-- ▼	--Select-- ▼	

If you do have information related to shifts you will see options to select from under that heading as shown below. Please make sure you correctly identify the shift for the work so that the correct rate is used to pay the units entered.

Date	Day	Type	Job Title (Location)	Units	Shift	Program	Note
 12/25/2017	Mon	--Select-- ▼	FOOD SERVICE DIRECTOR (50-HOWARD S. FERNSLER) ▼		Day ▼	--Select-- ▼	
 12/26/2017	Tue	--Select-- ▼	FOOD SERVICE DIRECTOR (50-HOWARD S. FERNSLER) ▼		Day ▼	--Select-- ▼	

Entering Note information:

Notes are mostly used for documentation purposes. This information may be useful for your supervisor when they are reviewing your timesheet to see exactly what is being approved especially when work is being done outside of normal hours. Use the notes information by selecting the  sign under the Notes heading and entering in the information related to that date.

Timesheet History:

Timesheet information remains on the Timesheet Entry tab until the pay date at which point all timesheets that were completed are moved to the Timesheet History tab for historical reference.

Timesheet history is the second tab on the menu option Timesheet information and automatically displays the records found for the current year based on the Pay Period calendar year. Most calendars will be set up based on the Fiscal year of pay dates falling within the 7/1 -6/30. When prior years of Timesheet History information is found you can update the default value to display prior year's history. You can use the [Timesheet History](#) report option to see a fiscal year range of all of your timesheets. To create a report with only one pay dates information on it, select that Timesheet and pay date.

Timesheet Entry

Timesheet History

* Pay Period Calendar Year:

2016-17 Fiscal Year

Timesheet History

Timesheet Selection

Timesheet	Pay Date	Pay Period	Status	Needed for	
CSIU Daily	04/21/2017	4/3/2017-4/16/2017	Completed/Approved	Payroll Processing	
CSIU Daily	04/07/2017	3/20/2017-4/2/2017	Completed/Approved	Payroll Processing	
CSIU Daily	03/24/2017	3/6/2017-3/19/2017	Completed/Approved	Payroll Processing	
Special	03/24/2017	3/6/2017-3/19/2017	Completed/Approved	Payroll Processing	
CSIU Daily	03/10/2017	2/20/2017-3/5/2017	Completed/Approved	Payroll Processing	

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The [Timesheet Report](#) link will provide information on the selected Timesheet information. The [Timesheet History](#) report link is also available for selection from this screen to include the full fiscal year of

timesheets. When icons are displayed, mouse over them to display the information found for that record like the example below shows a note was entered on the 4/8/17 date.

Timesheet History										
Name: Marlo E Hemrick			ID: 1247			Class: CLER				
Timesheet: CSIU Hourly			Pay Period: 04/03/2017 - 04/16/2017			Pay Date: 04/21/2017			Timesheet Report	
Complete: ☒ 4/7/2017 10:05:13 AM			Total: 78.50 Hours			Approved By: Jacki Hemrick 4/13/2017 11:37:24 AM			Timesheet History	
Date	Day	Approved by	Type	In	Out	Break	Total	Absence	Notes	
04/03/2017	Mon	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/04/2017	Tue	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/05/2017	Wed	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/06/2017	Thu	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/07/2017	Fri	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/08/2017	Sat	Jacki Hemrick	Work	1:00 PM	5:00 PM	0.5	3.50			
04/09/2017	Sun	Jacki Hemrick					0.00			
04/10/2017	Mon	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/11/2017	Tue	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/12/2017	Wed	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/13/2017	Thu	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/14/2017	Fri	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/15/2017	Sat	Jacki Hemrick					0.00			
04/16/2017	Sun	Jacki Hemrick					0.00			