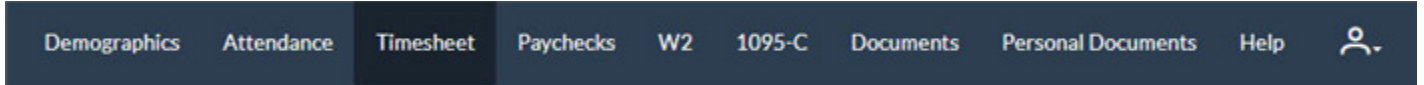


Employee Web Time Sheet Users Guide

To access the web portal time sheet page, click on the 'Timesheet' link.



All of your time sheet earning types will be listed. Entries within each time will be listed in date descending order.

H:94 AftSchAcadCertJH				Total Hours: 0	New Entry
Wed, Apr 13, 2022	1.5	Hours	2:45 PM - 4:15 PM		🔒
Tue, Apr 26, 2022	1.5	Hours	2:45 PM - 4:15 PM		🔒
Wed, Apr 27, 2022	1.5	Hours	2:45 PM - 4:15 PM		🔒

H:C5 Wellenss Curr JH				Total Hours: 0	New Entry
Thu, Apr 28, 2022	1	Hours	4:00 PM - 5:00 PM		🔒

A:08 SMRConRECPgm				Total Hours: 0	New Entry
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H:06 Smr IEP Mtg				Total Hours: 0	New Entry
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H:49 Sumr T1 Acad				Total Days: 0	New Entry
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Filter Date:

This will filter (remove) from the screen any approved time sheet entry.

Anatomy of a Time Sheet Earnings Type

Time sheets entries can be defined in 2 different ways; Entered by number of units (Days, Hours, Classes) or by starting and ending date/time.

Entry by units:

C:01 Web - pay by Cls			+ New Entry	
Total Classes: 9.00				
Fri, May 13, 2022	3.00 Classes	1/2 Day for Mrs. Jones		
Thu, May 12, 2022	6.00 Classes	Full Day for Mr Kelly		
Fri, Apr 29, 2022	3.00 Classes	Cover Mr. Greene classes		
Thu, Apr 28, 2022	3.00 Classes	Cover Mr. Williams classes		

Entry by start/end date/time:

H:01 web Bedside					+ New Entry	
Total Hours: 151.34						
Wed, May 11, 2022	9:00 AM	4:00 PM	7.00 Hours	Home schooled Bobby Smith		
Thu, Apr 14, 2022	9:00 AM	12:00 PM	3.00 Hours	Home schooled Mary Jones 1/2 day		
Fri, Apr 1, 2022	9:00 AM	12:00 PM	3.00 Hours	1/2 Day Mary Jones		
Tue, Mar 29, 2022	9:00 AM	12:00 PM	3.00 Hours	1/2 Day John Brown		
Tue, Mar 1, 2022	9:00 AM	12:00 PM	3.00 Hours	1/2 Day Harry Williams		



New Entry

Click this button to create a new time sheet entry.



Click this button to edit an existing still unapproved entry.



Click this button to delete an existing still unapproved entry.



The entry has been approved and can no longer be edited or deleted.

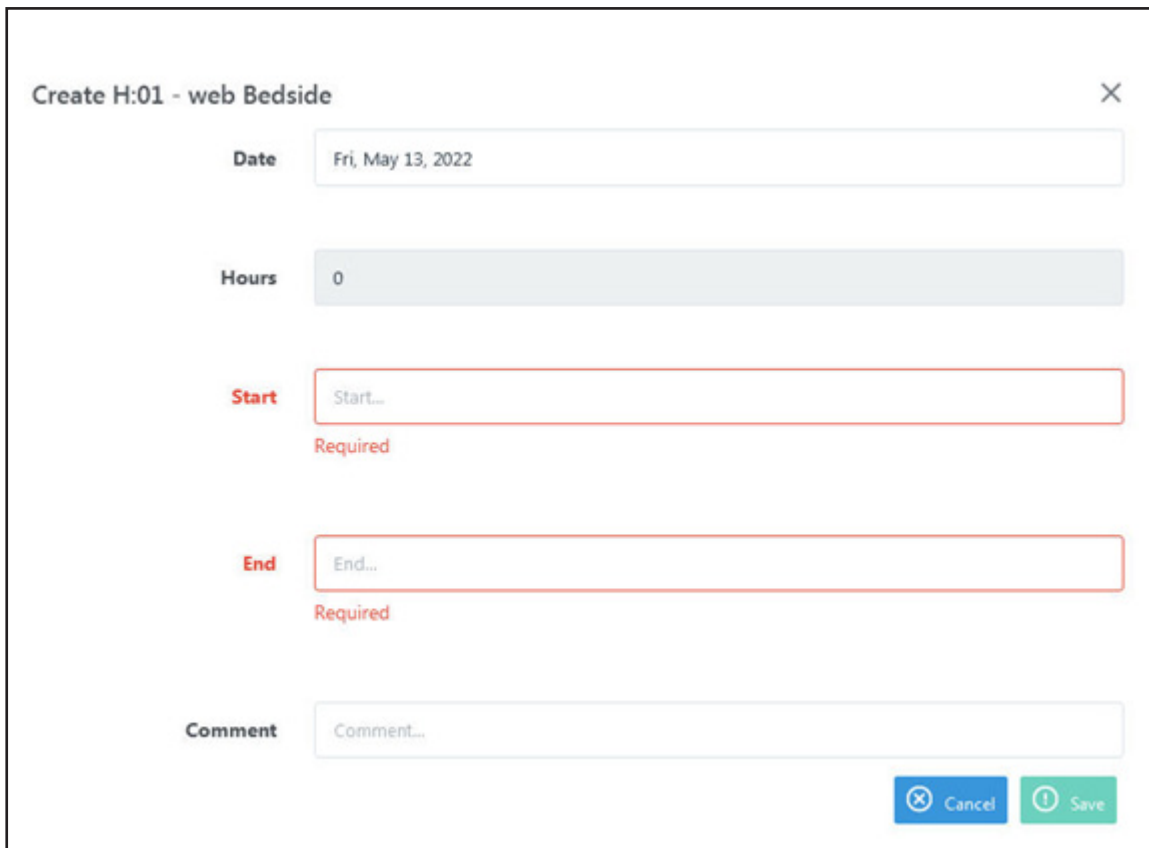
Creating a New Entry

Entry Screen for units:



Enter the number of units, in this example, Classes. A comment is optional.

Entry Screen for Starting/Ending Date/Time:



Enter a starting and ending date/time. The ending date and time must be greater than the starting date and time. The number of hours between the two will automatically be calculated. A comment is optional.