Getting to Know the Timesheet

The timesheet can be broken down into three parts: Timesheet Navigation, Timesheet Details, and Timesheet Job Summary, and this article shows a brief overview of each part.

EMPLOYEE **Reinert, Greg** (greinert12399)

| ⚙ Actions ▼ | 🗓 | Weekly 06/29/2015 - 07/03/2015 | TOTAL + 37:30 | PAID + 28:00 | | ✕ Cancel All Changes | ☑ Save Changes |

⌄ Expand All   ⌃ Collapse All

MON June 29, 2015 — Total + 07:30 Paid + 05:30 ⌄

TUE June 30, 2015 — Total + 07:30 Paid + 07:30 ⌃

| LOCATION Bridge Street Elementary School | JOB TYPE Paraprofessional | DUE 07/05/2015 | STATUS Pending | | 🗑 Delete Timesheet |

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	11:45 AM	03:45	--
	Break	11:45 AM	12:15 PM	00:30	No
	Work	12:15 PM	04:00 PM	03:45	--

⚙ Add New Event

TIME EVENTS		IN		OUT		Total	Paid	
✏	Shift	08:00 AM -- (Actual)	⟨⟨	04:00 PM -- (Actual)	⟨⟨	+ 08:00	+ 08:00	🗑

Account: **Account D** Change

ADMIN TIME		Start		End		Total	Paid	
✏	Auto Deduct Time	11:45 AM	⟨⟨	12:15 PM	⟨⟨	- 00:30	- 00:30	Disable

TIMESHEET COMMENT				
✏	⟨⟨ Insert Comment		+ 07:30	+ 07:30

WED July 01, 2015 — Total + 07:30 Paid 00:00 ⌄

THU July 02, 2015 — Total + 07:30 Paid + 07:30 ⌄

FRI July 03, 2015 — Total + 07:30 Paid + 07:30 ⌄

Weekly 06/29/2015 - 07/03/2015 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Bridge Street Elementary School	Paraprofessional	Time Events	22:00	22:00
Bridge Street Elementary School	Paraprofessional	Leave	09:30	00:00
Bridge Street Elementary School	Paraprofessional	Holiday / Holiday Break	07:30	07:30
Bridge Street Elementary School	Paraprofessional	Admin Time	-01:30	-01:30
Total			**37:30**	**28:00**

Timesheet Navigation (Top of the Timesheet)

At the top of the timesheet, you will see the name of the user as well as the Actions Menu, Date Range, Summary of Hours and buttons for Saving, Canceling, Expanding and Collapsing the timesheets.

EMPLOYEE **Reinert, Greg** (greinert12399)

| ⚙ Actions ▼ | 🗓 | Weekly 27-06/29-07/05 Previous | TOTAL + 37:30 | PAID + 28:00 | | ✕ Cancel All Changes | ☑ Save Changes | ④ |

① ② ③ ⑤ ⌄ Expand All   ⌃ Collapse All

① **Actions Menu** – This allows you to preform functions including adding, copying, or moving a timesheet as well as viewing the payroll summary or the change log.

② **Date Range** – This allows you to view past timesheets by choosing a particular week or selecting a custom date range.

③ **Summary of Hours** – This shows you at a glance both hours accounted for as well as hours that are paid.

④ **Saving and Cancelling Buttons** – These buttons allow you to save or cancel any changes you make on a timesheet. The buttons will turn grey if no changes have been made.

⑤ **Expanding and Collapsing Buttons** – These buttons will allow you to expand or collapse all of the timesheets at once. You can also expand a single day by clicking the arrow in the top right corner of that day.

Timesheet Details (Middle of the Timesheet)

The Timesheet Details section is the main part of the timesheet. It includes the user's Schedule, Time Events, Admin Time, Leave, and Timesheet Comments.

MON June 29, 2015						Total + 07:30 Paid + 05:30 ^

LOCATION Bridge Street Elementary School   **JOB TYPE** Paraprofessional   **DUE** 07/05/2015   **STATUS** Pending

	SCHEDULE	Type	From	To	Duration	Paid
1	Jury Duty: 173202797	Leave	08:00 AM	10:00 AM	02:00	No
	Regular	Work	10:00 AM	11:45 AM	01:45	--
		Break	11:45 AM	12:15 PM	00:30	No
		Work	12:15 PM	04:00 PM	03:45	--

○ Add New Event

	TIME EVENTS	IN		OUT		Total	Paid	
✎	Shift	10:00 AM -- (Actual)		04:00 PM -- (Actual)		+ 06:00	+ 06:00	🗑

Account: **Account D** Change

	ADMIN TIME	Start		End		Total	Paid	
3 ✎	Auto Deduct Time	11:45 AM		12:15 PM		- 00:30	- 00:30	Disable

	LEAVE	From		To		Total	Paid
4	Jury Duty	08:00 AM		10:00 AM		+ 02:00	00:00

	TIMESHEET COMMENT			
5 ✎	What a crazy day!		+ 07:30	+ 05:30

① **Schedule** – This is the time a user is expected to work in a given day.

② **Time Events** – These events are actual time worked. Time events can be recorded from a scan at a kiosk or manually entered directly into the timesheet. If time is manually entered, the time will appear as orange. Additionally, an accounting code or account allocation can be set manually or by default for each time event.

③ **Admin Time** – This is auto-deducted time, typically an unpaid break.

④ **Leave** – This is time deducted due to an absence or a calendar event such as a holiday or calamity day.

⑤ **Timesheet Comments** – This is a field where optional comments can be left for the approver.

Timesheet Job Summary (Bottom of the Timesheet)

At the bottom of the timesheet, the total hours for the time period as well as those hours that are paid will be broken down by Location, Job Type, and Event Type.

Weekly 06/29/2015 - 07/03/2015 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Bridge Street Elementary School	Paraprofessional	Time Events	22:00	22:00
Bridge Street Elementary School	Paraprofessional	Leave	09:30	00:00
Bridge Street Elementary School	Paraprofessional	Holiday / Holiday Break	07:30	07:30
Bridge Street Elementary School	Paraprofessional	Admin Time	-01:30	-01:30
Total			**37:30**	**28:00**