

## Employee Process: Entering, Adjusting & Viewing Timesheets

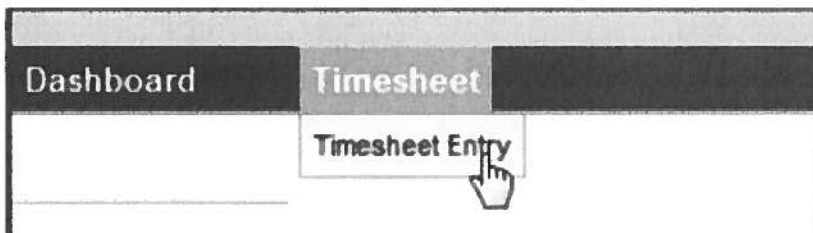
### Accessing the Timesheet Module

Employee logs into web portal using user name and password provided.



The screenshot shows a login form with a dark header bar containing the word "Login". Below the header, the text "Enter your username and password:" is displayed. There are two input fields: "Username:" with the text "srbtest" and "Password:" with a masked password represented by ten dots. At the bottom of the form are two buttons: "Login" and "Reset".

Timesheets are accessed through the 'Timesheet Entry' option from the menu.



The timesheet entry screen is divided into two sections: an upper 'Date Selections' box and a lower 'Payroll Selections' box.

### Timesheet Entry: Payroll Selection

Select a date and click **View Time** to see current timesheet entries for that week.  
 OR  
 Select a date and options from the Payroll Selections area and click **Enter Time** to enter timesheets.  
 Each unique set of options from the Payroll Selections area will display on a different timesheet.

**Date Selection**

Choose Date: 13-Mar-2013 13

**View Time**

**Payroll Selections**

Choose Date: 13-Mar-2013

Choose Payroll:

Choose Location:

Choose Auth Location: (If applicable)

Choose Position:

**Enter Time**

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### Viewing Timesheets

The upper 'Date Selection' box in this screen is for viewing previously entered timesheets. Click the calendar icon in this box and then select any date within the week you wish to view. Next, click enter time and your timesheet for that week will display.

### Timesheet Entry Viewer

Viewing Timesheets for the week including 06-Mar-2013  
 Total Hours Entered for the week: 37.0

**Selections**

Payroll: Support  
 Pay Period: 201303  
 Position: Teacher Assistant 1  
 Location: Allan Watson High Schools  
 Auth. Location:

Time Sheet	Sunday 03-Mar-2013	Monday 04-Mar-2013	Tuesday 05-Mar-2013	Wednesday 06-Mar-2013	Thursday 07-Mar-2013	Friday 08-Mar-2013	Total
Worked Time		7.0	7.0	7.0	7.0		
Away Time						7.0	
Overtime 1.5			2.0				
<b>Totals</b>	0.0	7.0	9.0	7.0	7.0	7.0	

Adjustments cannot be made while in the Timesheet Entry Viewer screen. Clicking the printer icon will print the current timesheet displayed. Click the Return button to return to the Payroll Selections screen.

### Entering Timesheets

The lower 'Payroll Selections' box on the timesheet entry screen is used to enter timesheets and make adjustments. Click the calendar icon next to the Choose Date field and select any date within the week you wish to enter. The date will automatically default to today's date.

Next to choose payroll, select the appropriate payroll from the drop down list. This list will contain the Pay IDs of all the payrolls the selected employee is active on. Once the payroll is chosen, the location, authorization location (if applicable), and position will automatically load from the employee's current assignment as entered in atrieveHR. Verify this information is correct and click Enter Time.

Default values from last week's timesheet can be entered by selecting yes when asked if you would like to load default values from the previous week. Clicking OK will load all of the hours entered on the first row of the employee's timesheet from the week prior. Selecting no will start a timesheet from scratch.

Enter the appropriate hours for the week. Total hours entered are displayed in the top right hand corner. (Note: you must move the cursor out of the last entered field in order for total hours to be updated).

### Timesheet Entry

**Selections**

Payroll: Support  
 Pay Period: 201303  
 Pay Date: 31-Mar-2013  
 Selected Date: 13-Mar-2013  
 Position: Teacher Assistant 1  
 Location: Allan Watson High Schools  
 Auth Location:

	Not in selected pay period	Selected Date				Total Hours
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**Time Sheet**

	Sunday 10-Mar-2013	Monday 11-Mar-2013	Tuesday 12-Mar-2013	Wednesday 13-Mar-2013	Thursday 14-Mar-2013	Friday 15-Mar-2013
Worked Time	<input type="text"/>	7.0	7.0	7.0	7.0	<input type="text"/>
Away Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime 1.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals</b>	0.0	7.0	7.0	7.0	7.0	0.0

Cancel Clear Submit

**Absences**

Date	Location	Start	End	Position	Hrs/FTE	Payroll
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**Payroll Selections**

Choose Date: 08-Mar-2013

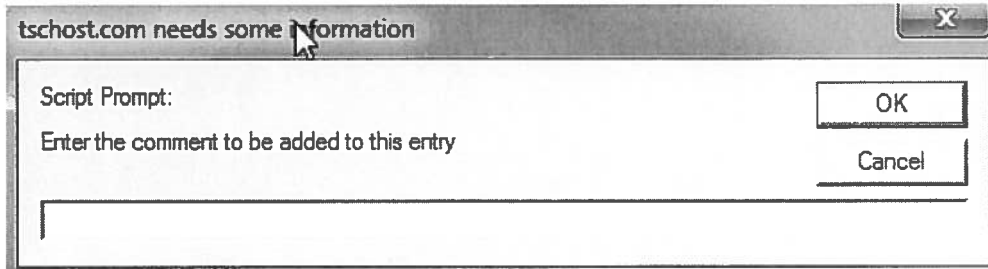
Choose Payroll: **Teacher (Teac)**

Choose Location: Allan Watson High Schools

Choose Auth Location: Super (Auth Loc)

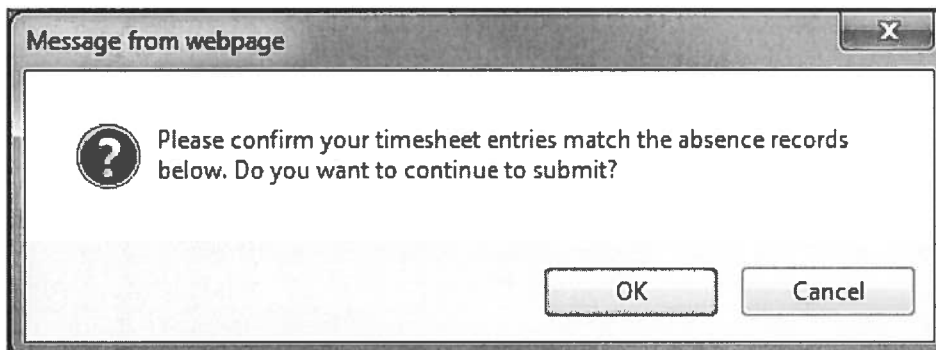
Choose Position: Principal

Comments can be attached to entries by clicking the pencil and notepad icon beside each field. Comments can be viewed by both supervisors and employees.



Click 'Submit' to send the timesheet to the supervisor for approval.

If an absence had been logged by the employee in the absence system, they will be asked to confirm that the absence had been entered on the timesheet. This is a warning only.



### Amending Timesheets

Employee selects a past week to enter timesheets. If the week is still open, adjustments can be made to existing entries and resubmitted. Timesheets will not be duplicated.

If the week is closed, they are prompted with the message below.

**Timesheet Amendment Warning**

The date selected is for a week that is already closed. Do you want to enter an adjustment to a prior timesheet entry?

### Timesheet Entry: Payroll Selection

Select a date and click View Time to see current timesheet entries for |  
OR  
select a date and options from the Payroll Selections area and click Enter Time to  
Each unique set of options from the Payroll Selections area will display on a dif

**Date Selection**

Choose Date:

**Payroll Selections**

Choose Date:

Choose Payroll:

Choose Location:

Choose Auth Location:

Choose Position:

If Yes is selected, the user is taken to the edit page that allows them to adjust one day at a time only. The amended entries are flagged in the database as amended entries.

**Selections**

Payroll: Teacher  
 Pay Period: 201203  
 Pay Date: 30-Mar-2012  
 Selected Date: 08-Mar-2012  
 Position: Teacher  
 Location: Allan Watson High School  
 Auth Location:

Total hours for selected day only: 4

This total is the END RESULT of the original hours, any previous adjustments and the new amendments entered for this date

**Adjustment Time Sheet entries for 08-Mar-2012**

Category	Hours	Approved	Processed	Comments
Total	0			

The user is able to enter time for the specific date only

**Enter time adjustments +/- for 08-Mar-2012**

Category	Hours	Comment
REGULAR HOURS1	4	Late entering hours worked
OVERTIME		
Total:	4	

If hours are to be added (+) if hours need to be subtracted (-)

**Selections**

Payroll: Teacher  
 Pay Period: 201203  
 Pay Date: 30-Mar-2012  
 Selected Date: 08-Mar-2012  
 Position: Teacher  
 Location: Allan Watson High School  
 Auth Location:

Total Original Hours For Week 18.5

**Time Sheet**

	Sunday 04-Mar-2012	Monday 05-Mar-2012	Tuesday 06-Mar-2012	Wednesday 07-Mar-2012	Thursday 08-Mar-2012	Friday 09-Mar-2012
Regular Hours1		5.0	4.0	6.0		
Overtime			3.0	0.5		
Totals	0.0	5.0	7.0	6.5	0.0	0.0

Cancel X

Submit →

Completed adjustment/amendment:

### Timesheet Entry Confirmation

Your Timesheet for the week including 08-Mar-2012 has been updated.

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**Selections**

Payroll: Teacher  
 Pay Period: 201203  
 Selected Date: 08-Mar-2012  
 Position: Teacher  
 Location: Allan Watson High School  
 Auth Location:

	Sunday 04-Mar-2012	Monday 05-Mar-2012	Tuesday 06-Mar-2012	Wednesday 07-Mar-2012	Thursday 08-Mar-2012	Friday 09-Mar-2012	Tot
Regular Hours <sup>1</sup>		5.0	4.0	6.0			
Overtime			<u>3.0</u>	0.5			
<b>Totals</b>	0.0	5.0	7.0	6.5	0.0	0.0	

Total Hours with Amen

<b>Adjustment Time Sheet entries for 08-Mar-2012</b>						
Category	Hours	Pay Period	Approved	Processed	Comment	System Comme
REGULAR	4.0	201203			Late entering hours worked	Amendment-20120
<b>Total</b>	<b>4.0</b>					

[Return to Timesheet](#)

<b>Absences</b>						
Date	Location	Start	End	Position	Hrs/FTE	Payroll

<b>Dispatches</b>						
Date	Location	Start	End	Position	Hrs/FTE	Payroll