

School of Veterinary Medicine Classified Timesheet Instructions

To Access and Save Timesheet:

1. Double click on **Classified Timesheet** link on SVM Human Resources/Payroll website:
<http://www.vetmed.wisc.edu/default.aspx?tabid=22&tabindex=6>
2. Click on **FILE/SAVE AS** box when window opens
3. Select Directory to save timesheet in and Rename timesheet (e.g. *JonesTimesheet*)
4. Click **OPEN** to access timesheet and enter hours worked
5. To **PASSWORD Protect** so others cannot view your timesheet:
Click **Tools/Options/Security** and type in your password & click OK (you will be prompted to re-enter password and hit OK)
6. **SAVE** timesheet when finished entering hours
7. You will be prompted to enter your password the next time you want to access timesheet.
If you have problems with your saved copy, download a new one.

Timesheet Entry Instructions:

Note: The timesheet is a protected document. You will not be able to enter information into some areas.

- Use the tab key to advance to the next enterable field.
- Enter your name, your PersonID, employing department and job title. .
- Enter the start date of the pay period, which is a Sunday. This will automatically fill in the pay period end date and dates for each day of the biweekly pay period.
- Type in actual hours worked. Enter begin time, time lunch begins and ends, and end time as hours: minutes followed by an a for AM or p for PM. A colon needs to be entered between hours and minutes. If time entered is on the hour, there is no need to record minutes. Below is a chart on how to enter time and how it will be displayed on the timesheet.
- Use the delete key, NOT the space bar, to delete begin time, time lunch begins and ends, and end time.

Entered As	Displayed As
8 a	8:00 AM
8:30 a	8:30 AM
12 p	12:00 PM
4:15 p	4:15 PM

Time must be completed across on the same line and must contain a begin and end time to calculate the hours correctly.

CORRECT:

		7:45 AM	11:30 AM	12:15 PM	3:00 PM	
MON	9/15/09	4:00 PM			5:30 PM	
						8.0

INCORRECT:

		7:45 AM				
MON	9/15/09		11:30 AM	12:15 PM	3:00 PM	

		4:00 PM			5:30 PM	32.0
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- The number of hours worked will total across and down after entering actual hours worked.
- Enter in the grayed areas any leave time taken under the appropriate columns. Hours entered as leave should not be entered as hours:minutes. Enter as number of hours taken. For example: 4 hours of vacation is entered as 4.00, 1 hour and 15 minutes of sick leave is entered as 1.25.
- Night differential (ND), weekend differential (WD) and compensatory time adjustment (CA) will be automatically calculated, if applicable.
- If number of hours paid bi-weekly is more than 40 hours you will see an error message at the bottom of the timesheet.
 - Review the entries to make sure you did not make a mistake and put AM instead of PM, etc.
 - If you have worked in excess of 40 hours you must have approval ahead of time from your supervisor to work the overtime. **To record overtime (OT) or compensatory time (CH):** Enter hours over 40 per week in either OT or CH column. Hours recorded will automatically adjust the number of hours paid.
 - When entered correctly, the error message at the bottom of the timesheet will be removed.
 - **On-call (Standby) Hours:** Enter total hours in standby status (not units) in “Hrs on Call” column on far right
- Any areas on the timesheet that contain 0.0 cannot be changed. These are areas that are automatically calculated.
- Form is ready to print. The form is defined to print on one page. Depending on the printer you use the proportions may be different.
- Official signatures of employee and supervisor are required on all timesheets.