

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.
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:
 - a. 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.
8. **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. Hit Tab key. 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 '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 beginning 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

- 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.