

Electronic Timecard Instructions

The Electronic Timecard is an Excel workbook with 13 tabs. The first tab is a sample and the next twelve are pre-dated monthly timecards for 2009.

- Type your name and department on top of timesheet
- **RECORDING YOUR HOURS:**
 - Type in hours worked in the corresponding date box

Fri	Sat
6	7
7.5	

- If you did not work a full day, simply type in the amount of hours you actually worked and then use the following key to describe how the absent hours should be accounted for:
 - V = Vacation
 - H = Holiday
 - S = Sick time/doctor's appointment/FMLA time
 - FL = Floating time
 - FU = Funeral
- Example of someone who worked 3.5 hours and took the remaining 4 hours as vacation:

9 V
3.5

- Example of someone who used a full day of vacation:

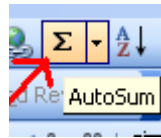
10
V

- **TOTALING YOUR HOURS:**
 - Click on the first cell containing hours worked

- While holding the mouse button down, drag the pointer and highlight the cells from the first cell containing hours worked all the way to the Total hrs worked cell

Mon	Tues	Wed	Thurs	Fri	Sat	Total hrs worked
2	3	4 S	5	6	7	1
7.5	7.5	5 S	7.5			
9	10	11	12	13	14	

- After these cells are highlighted, click on the AutoSum button located on the toolbar



- **THE DESCRIPTION BOX**

- Use the description box to write down more detailed information regarding leave taken (i.e. the relationship of person taking funeral leave for, whether sick time was also counted towards FMLA, etc)

- **SUBMITTING YOUR TIMESHEET**

- Print copy of current month's timesheet, give to your supervisor for signature and send to Kay Schirm (box 2306).

TIP: *Save the spreadsheet to your desktop and make it a habit to record your hours each day.*