

Instructions for using Excel Timesheet FY 2014-15

Thank you for using the Excel based spreadsheet to record your time.

Once you open the spreadsheet, you'll note that the pay periods are arranged as tabs along the bottom starting with pay period 1 and ending with pay period 12 (this spreadsheet has the pay periods for the first half of the school year)

Click on the appropriate pay period tab. The spreadsheet that appears will have the dates pre-entered.

1. Open the spreadsheet and save to a folder on your computer or shared drive. Save as a unique name that you will recognize.
2. Click on the appropriate pay period tab.
3. Enter your name, job title, FTE and location at the top of the form.
 - a. NOTE: After you have entered this information on the first pay period, the remaining pay periods should enter the information for these fields automatically.
4. Enter your start and stop time for each day in the pay period.
 - a. All time is entered as 24-hour time using a colon between the hour and minutes.
 - i. 8:30 am would be entered as 8:30
 - ii. 4:30pm would be entered as 16:30
 - iii. If you try to enter a "morning" time in the afternoon section of the timesheet, the spreadsheet will ask you if you are sure you want to enter that time (in case you meant to enter an afternoon time)
 - iv. If you do not take a lunch break, your end time can be entered in the "Quit" column of the morning or afternoon section.
5. Enter leave time in the appropriate column. Use an abbreviation if necessary for leave type. Enter leave time in hours.
6. Some parts of the spreadsheet are locked to protect formulas and "fixed" information such as the pay period. If you try to enter a value in a cell which is locked, you will get an error message explaining that the cell is locked.
7. If you have any comp time or overtime for your supervisor to approve, enter this in the box at the bottom of the form. You and your supervisor should keep track of any comp time earned and used.
8. When the timesheet is complete, print out, sign and submit to your supervisor for approval.

This is a new form and we would like to make it as easy as possible for you (while ensuring accurate data). If you have any questions, comments or suggestions, please contact me.

Thank You!

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