

# MSS: Using Task Sheets

Job Aid

Task sheets can be used by employees who do not punch in or out, but need to assign worked time to specific workgroups.

Date	Schedule	IN	OUT	Location	Department	Line	Position	Level 5	Duration	Total
AUG 9 MON	8a/430p 8h	7:59a	4:32p	Ann Arbor	Line	Line Float	Picker	Home	8:33	Rg1 8:33
		Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home		
AUG 10 TUE	8a/430p 8h	7:58a	12:33p	Ann Arbor	Line	Line Float	Picker	Home	4:35	Rg1 8:42
		12:50p	5:10p	Ann Arbor	Line	Blue Line	Line Lead	Home	4:20	
		Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home		
AUG 11 WED	8a/430p 8h	8:01a	4:35p	Ann Arbor	Line	Line Float	Picker	Home	8:34	Rg1 8:34
		Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home		

Employees enter the start and end time of their shift by clicking in the IN and OUT columns on the day of the shift and typing the time entries.

Date	Schedule	IN	OUT	Location	Department	Line	Position	Level 5
AUG 11 WED	8a/430p 8h	8:01a	4:35p	Ann Arbor	Line	Line Float	Picker	Home
		Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home
AUG 12 THU	8a/430p 8h	<input type="text" value="8:03a"/>		Ann Arbor	Line	Line Float	Picker	Home
		Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home

An alternate workgroup can be selected to assign shift hours by clicking the drop-down lists for the workgroup levels. The employee's home workgroup is the default setting for each scheduled shift.

Date	Schedule	IN	OUT	Location	Department	Line	Position	Level 5
AUG 11 WED	8a/430p 8h	8:01a	4:35p	Ann Arbor	Line	Line Float	Picker	Home
	Enter Times	Enter Times		Ann Arbor	Line	Line Float	Picker	Home
AUG 12 THU	8a/430p 8h	8:03a		Ann Arbor	Line	Line Float	Picker	Home
	Enter Times	Enter Times		Ann Arbor	Line	Line Float	Picker	Home
AUG 13 FRI	8a/430p 8h	Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home
AUG	Off	Enter Times	Enter Times	Ann Arbor	Line	Line Float	Picker	Home



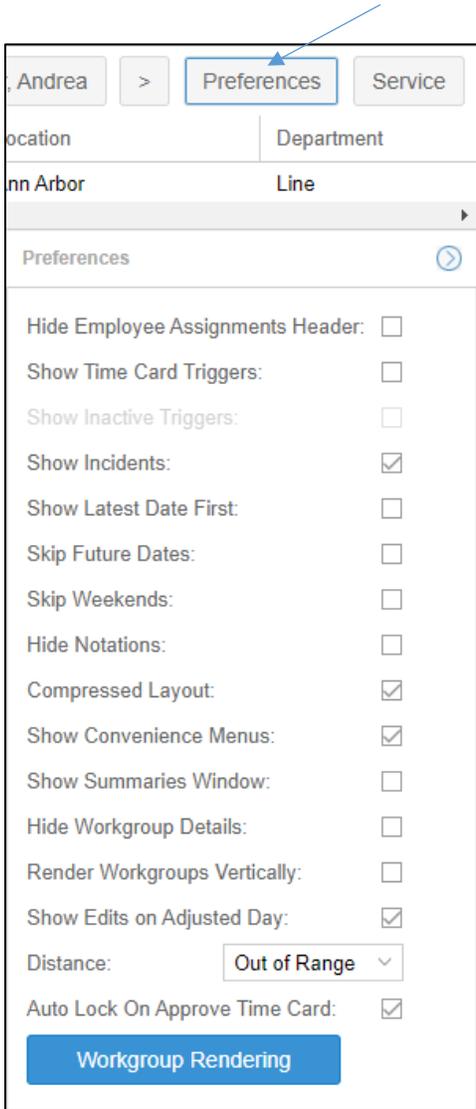
After shift times have been entered and the workgroup has been selected, a new line for entering shift times and workgroup selection will appear beneath the row with data. Additional data can be added if more than one workgroup transfer occurs on the day.

AUG 12 THU	8a/430p 8h	8:03a		Ann Arbor	Line	Line Float	Picker	Home
	Enter Times	Enter Times		Ann Arbor	Line	Line Float	Picker	Home



## Task Sheet Preferences

You can adjust how the task sheet is displayed by clicking the Preferences button in the sheet header.



The screenshot shows a task sheet header with buttons for 'Andrea', '>', 'Preferences', and 'Service'. Below the header, there are fields for 'Location' (Penn Arbor) and 'Department' (Line). A 'Preferences' dialog box is open, listing the following options:

- Hide Employee Assignments Header:
- Show Time Card Triggers:
- Show Inactive Triggers:
- Show Incidents:
- Show Latest Date First:
- Skip Future Dates:
- Skip Weekends:
- Hide Notations:
- Compressed Layout:
- Show Convenience Menus:
- Show Summaries Window:
- Hide Workgroup Details:
- Render Workgroups Vertically:
- Show Edits on Adjusted Day:
- Distance:
- Auto Lock On Approve Time Card:

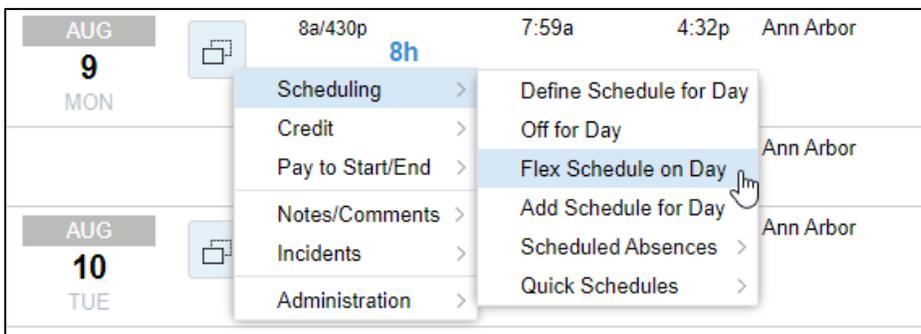
At the bottom of the dialog is a blue button labeled 'Workgroup Rendering'.

The task sheet preferences are the same as those available for the Editing sheets (see the *MSS: Editing Sheet Preferences* job aid for more information).

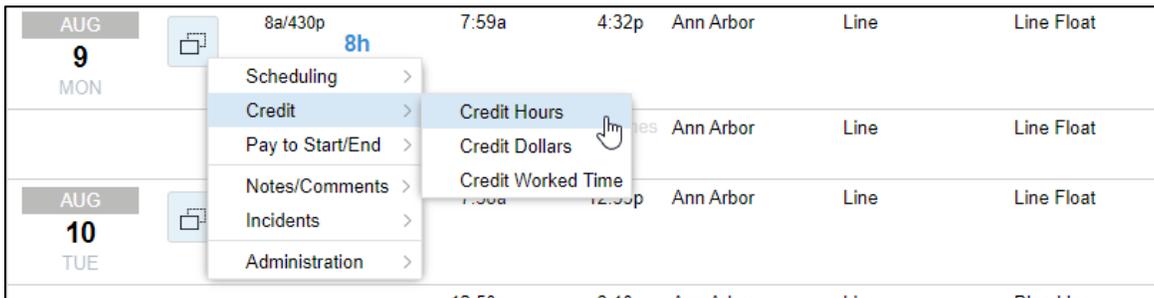
The task sheet has some of the same editing options found in the Pencil icon of the standard editing sheet. The editing options include:

- Scheduling changes
- Crediting hours/dollars/worked time
- Pay to Start/End of shift
- Adding Notes
- Adding Incidents (if your system is configured with the Incidents and Points module)

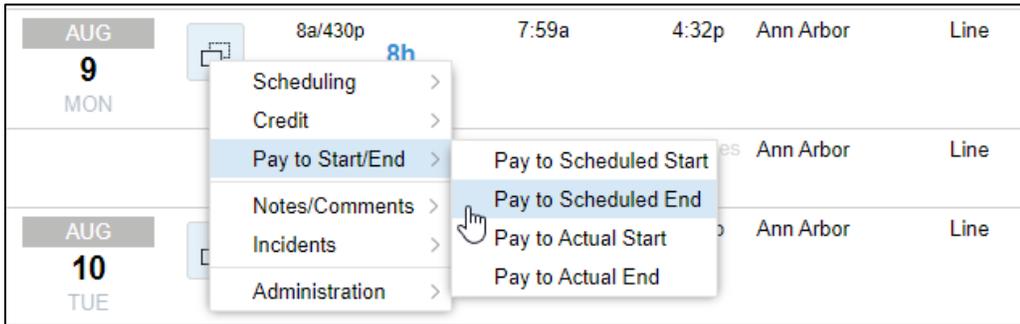
The Scheduling options let you add a defined, flex or benefit schedule for the day or add a scheduled absence or day off in the task sheet. See the *Adding a Schedule to a Time Card* job aid for more information)



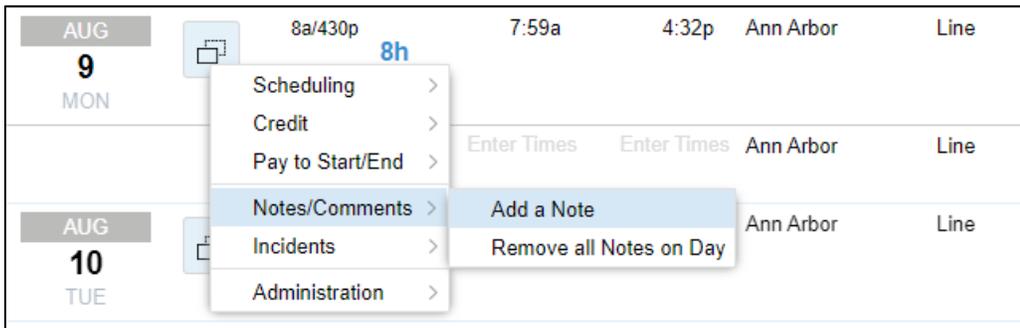
The Credit options can be selected to credit hours, dollars and worked time to an employee’s time sheet. See the *Crediting Hours, Dollars and Worked Time to a Time Card* job aid for more information.



The Pay to Start/End options can be used to pay an employee based on the scheduled start/end if an employee is performing a work related task that results in a tardy IN punch or left early OUT punch. See the *Adjusting Pay to Scheduled or Actual Start/End Time in a Time Card* job aid for more information.



Notes can be added to a task sheet or removed from the task sheet using the Notes/Comments menu. See the *Adding Notes to a Time Card* job aid for more information.



Incidents, attendance events that are assigned a point value which can trigger corrective actions based on the accumulation of, can be added to the task sheet. Incidents with point values can be added to a time card. See the *Adding an Incident to a Time Card* job aid for more information.

