



MSS: Using Time Sheets

Time sheets can be used by employees who do not punch in or out, but need to record their IN and OUT times. The time sheet does not record workgroup information, so this type of time card is suitable for employees who do not transfer to different locations or departments.

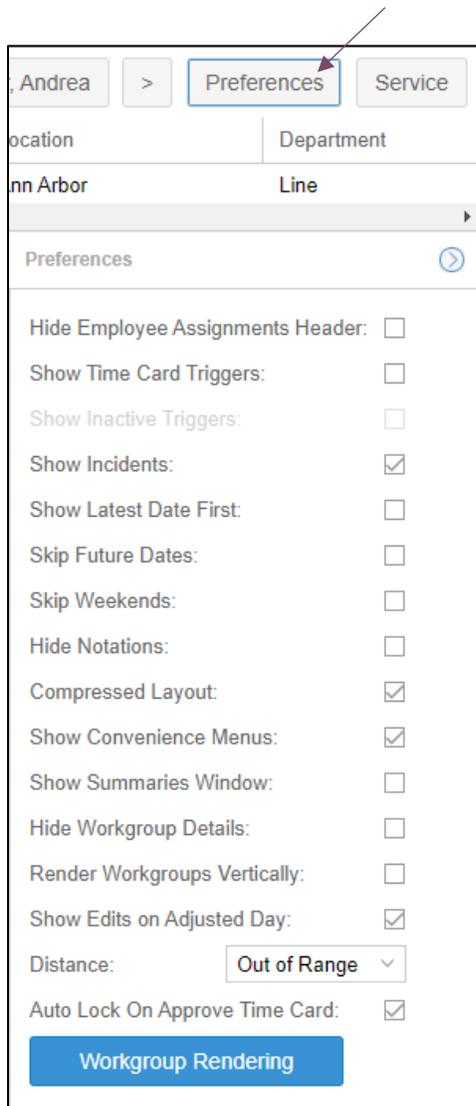
Date		Schedule	IN	OUT	IN	OUT	Total
AUG 8 SUN		12p/5p 4½h	Enter Times	Enter Times	Enter Times	Enter Times	
AUG 9 MON		11a/5p 5½h	11:02a	5:03p		Rg1	5:31
			Enter Times	Enter Times	Enter Times	Enter Times	
AUG 10 TUE		Off	Enter Times	Enter Times	Enter Times	Enter Times	
AUG 11 WED		11a/5p 5½h	10:59a	5:01p		Rg1	5:32

Managers may need to make adjustments to a time sheet, such as adding or changing time. To add time to a time sheet or change the time entered, click the cell in the IN or OUT column of the appropriate day and type the time in the cell. A lunch break for that same day can be entered in the second set of IN and OUT cells.

Date		Schedule	IN	OUT	IN	OUT	Total
AUG 8 SUN		12p/5p 4½h	11:50a	Enter Times	Enter Times	Enter Times	

Time Sheet Preferences

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



The screenshot shows a software interface with a header containing buttons for 'Andrea', '>', 'Preferences', and 'Service'. A red arrow points to the 'Preferences' button. Below the header is a table with columns for 'Location' and 'Department'. The 'Location' column contains 'Ann Arbor' and the 'Department' column contains 'Line'. Below the table is a 'Preferences' dialog box with a close button. The dialog contains the following settings:

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

The time 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 time sheet. See the Adding a Schedule to a Time Card job aid for more information)

Date	Schedule	IN	OUT	IN	OUT	Total
SUN						
AUG 9 MON	11a/5p 5½h	11:02a	5:03p			Rg1 5:31
	<ul style="list-style-type: none"> Scheduling > Define Schedule for Day Credit > Off for Day Pay to Start/End > Flex Schedule on Day Notes/Comments > Add Schedule for Day Administration > Scheduled Absences Quick Schedules > 			Enter Times	Enter Times	
AUG 10 TUE						
				Enter Times	Enter Times	

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.

Date	Schedule	IN	OUT	IN	OUT	Total
SUN						
AUG 9 MON	11a/5p	11:02a	5:03p			Rg1 5:31
	<ul style="list-style-type: none"> Scheduling > Credit > Credit Hours Pay to Start/End > Credit Dollars Notes/Comments > Credit Worked Time Administration > 			Enter Times	Enter Times	Enter Times
AUG 10 TUE						
				Enter Times	Enter Times	Enter Times

The Pay to Start/End options can be used to pay an employee based on the scheduled start/end times. See the Adjusting Pay to Scheduled or Actual Start/End Time in a Time Card job aid for more information.

Date	Schedule	IN	OUT	IN	OUT	Total
SUN						
AUG 9 MON	11a/5p 5 1/2 h	11:02a	5:03p			Rg1 5:31
	<ul style="list-style-type: none"> Scheduling > Credit > Pay to Start/End > Notes/Comments > Administration > 			<ul style="list-style-type: none"> Pay to Scheduled Start Pay to Scheduled End Pay to Actual Start Pay to Actual End 	Enter Times	Enter Times
AUG 10 TUE						

Notes can be added to a time 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.

Date	Schedule	IN	OUT	IN	OUT	Total
SUN						
AUG 9 MON	11a/5p 5 1/2 h	11:02a	5:03p			Rg1 5:31
	<ul style="list-style-type: none"> Scheduling > Credit > Pay to Start/End > Notes/Comments > Administration > 	Enter Times	Enter Times	Enter Times	Enter Times	
AUG 10						