

MSS: Using Worksheets

Job Aid

Worksheets are a type of editing sheet that are typically used by employees who do not punch in or out but have schedules. Time can be entered in a worksheet as the total number of hours worked and the workgroup to which the hours are applied. Start and end times do not need to be entered in the worksheet.

Worksheet data is displayed in rows of hours worked and absences with columns for schedules.

Time Card				Current Period		Worksheet		Add New...		Approve		Print		
Last Name	First Name	ID	Badge	Pay Class	Hourly Status	Time Card Type	Location	Department						
Kerr	Rachel	310	310	Full Time Ho...	Full Time Ho...	Worksheet	Canton	Line						
				Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11	Thu Aug-12	Fri Aug-13	Sat Aug-14				
Hours Worked														
Canton	Line	Line Float	Picker	4:00		4:00								
Canton	Warehouse	Shipping/...	Packaging			4:00								
Ann Arbor	Production	Blue Line	Assembly											
Summary				8:00		8:00		9:30		8:00				
Absences														
Overtime								1:30						
PTO						8:00								
Regular 1														
Sick				4:00										
Vacation										8:00				

If configured, benefit hours that are used can be entered within the Absences section of the worksheet.

				Sun Aug-8	Mon Aug-9	Tue Aug-10				
Hours Worked										
Canton	Line	Line Float	Picker	4:00						Worked hours
Canton	Warehouse	Shipping/...	Packaging							
Ann Arbor	Production	Blue Line	Assembly							
Summary				8:00		8:00				
Absences										
Overtime										
PTO						8:00				Benefit hours
Regular 1										
Sick				4:00						
Vacation										

Adding Hours to a Worksheet

To add hours in a worksheet:

1. Click the cell for the day and workgroup you are adding the hours.

				Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11	Thu Aug-12				
Hours Worked												
Canton	Line	Line Float	Picker	4:00		4:00		5:20				
Canton	Warehouse	Shipping/...	Packaging					4:00				
Ann Arbor	Production	Blue Line	Assembly									
Summary				8:00		8:00		9:30				

2. Type the time entry using the format 00:00 for hours and minutes.
3. Press the Enter key on your keyboard.

A summary of the hours added for the day will be displayed in the Summary row of the worksheet.

				Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11
Hours Worked							
Canton	Line	Line Float	Picker	4:00		4:00	
Canton	Warehouse	Shipping/...	Packaging			4:00	
Ann Arbor	Production	Blue Line	Assembly				
Summary				8:00		8:00	9:30

Adding a Workgroup to a Worksheet

For employees who work in more than one workgroup, each workgroup can be added to the worksheet to allow hours to be entered for the appropriate workgroup.

To add a workgroup to a worksheet;

1. Click the **Add New** button in the worksheet header.

Time Card		Current Period		Worksheet		Add New...	Approve	Print
Last Name	First Name	ID	Badge	Pay Class	Hourly Status	Time Card Type	Local	
Kerr	Rachel	310	310	Full Time Ho...	Full Time Ho...	Worksheet	Canton	
				Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11	Thu Aug-12
Hours Worked								
Canton	Line	Line Float	Picker	4:00		4:00	5:20	
Canton	Warehouse	Shipping/...	Packaging			4:00		
Ann Arbor	Production	Blue Line	Assembly					
Summary				8:00		8:00	9:30	5:20
Absences								
Overtime						1:30		
PTO						8:00		
Regular 1								
Sick				4:00				
Vacation								

2. Select the new workgroup levels for the workgroup to be added in the *Add a new Workgroup Set* window.

Add a new Workgroup Set ✕

Properties

Location: ▾

Department: ▾

Line: ▾

Position: ▾

Maintain My Workgroup List:

Reset My Workgroups List:

3. Enable the Maintain My Workgroup List checkbox if you want the new workgroup to remain in the worksheet permanently. If this option is not enabled, the workgroup will be automatically be removed from the worksheet within two pay periods if not used.
4. Enable the Reset My Workgroups List checkbox if you want the workgroup to remain on the employee's worksheets going forward.

The new workgroup will appear in the Hours worked section of the worksheet.

	Sun Aug-8	Mon Aug-9	Tue Aug-10
Hours Worked			
Ann Arbor Warehouse Shipping/... Assembly			
Canton Line Line Float Picker		4:00	
Canton Warehouse Shipping/... Packaging			
Ann Arbor Production Blue Line Assembly			
Summary		8:00	8:00
Absences			
Overtime			
PTO			8:00
Regular 1			
Sick		4:00	
Vacation			

Worksheet Preferences

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

Badge	Pay Class	Hourly Status	Time Card Type	Location	Department	
310	Full Time Ho...	Full Time Ho...	Worksheet	Canton	Line	
Sun Aug-8	Mon Aug-9	Tue Aug-10	Wed Aug-11	Thu Aug-12	Fri Aug-13	Sat Aug-14
	4:00		4:00	5:20		
			4:00			
	8:00	8:00	9:30	5:20	8:00	
			1:30			
		8:00				
	4:00					
					8:00	

Select the day you want to be displayed as the first day of the worksheet week from the Week Begins drop-down list in the Preferences panel. The Present as Weekly checkbox must be enabled to select the day the week begins.

Preferences

Present as Weekly:

Week Begins: Monday v

- Default
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Enable the Present as Weekly checkbox to activate the weekly selection button, which allows you to switch between the previous, current and next week worksheets. The worksheet is displayed with a weekly summary in the Period column. When changing the weekly period, the week begins selection you have chosen will revert to the default (Sunday) setting.

				Week of Mon Aug-16	Approve	Print					
Last Name	First Name	ID	Badge	Pa...	Time Card Type	Location	Department				
Kerr	Rachel	310	310	Fu...	Worksheet	Canton	Line				
				Mon Aug-16	Tue Aug-17	Wed Aug-18	Thu Aug-19	Fri Aug-20	Sat Aug-21	Sub Total	Period
Hours Worked											
Ann Arbor	Warehouse	Shipping/...	Assembly								
Canton	Line	Line Float	Picker								
Canton	Warehouse	Shipping/...	Packaging								
Ann Arbor	Production	Blue Line	Assembly								
Summary										38:50	
Absences											
Overtime										1:30	
PTO										8:00	
Regular 1											
Sick										4:00	
Vacation										8:00	

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