INSTRUCTIONS FOR USING EXCEL-BASED PAYROLL VOUCHER

DOWNLOADING AND SAVING

To download the Excel file containing the payroll voucher template, go to the OHRM web site forms page: **http://hr.albany.edu/content/forms.asp#payroll**, select **Payroll**, **Student Assistant or Federal Work Study Payroll Voucher (Microsoft Excel)**, **Download**. When the Excel file comes up, save it on your local C: drive in a folder under a name of your choosing. It is suggested that you save it under "My Documents" in the folder for Excel files under a name such as: "Timesheet beginning 6-15-2006 for (student name)" (Do not use "/" in the date—Windows reads these as file delimiters). It is also suggested that you download a blank timesheet for each two-week reporting period and you not "recycle" past timesheets because of the embedded formulas and the possibility of erasing them when clearing a previous timesheet for reuse.

HEADING INFORMATION

Complete the student's name, student ID (i.e. Albany ID), hourly rate, department account number or off-campus agency code (Federal Work Study), department or agency name, office phone number and office address (Bldg. and Room#) by clicking on the appropriate line. Also complete the beginning date of the two-week work period covered by the timesheet in the following format: *MM/DD/YYYY*. You do not have to complete any of the other day/date fields, as they are all formula-driven from the beginning date that you enter.

RECORDING TIME WORKED

As is done with a regular time sheet, enter times "in" and "out" each day in the following format: *8:30 A.* It is important that a space is inserted between the time and A or P (for AM/PM) in order for the calculation functions embedded in the worksheet to function properly. After completing all the "in" and "out" times for a day, the "Hours Worked" column will calculate the number of hours worked for the day. An "X" must be placed in these blocks when you do not work and the "Hours Worked" for the day should be entered manually as zero (0.00). Hours worked must be recorded in quarter hour units (e.g. 9:15 a, 12:30 p). Be sure and save the spreadsheet after completing the entries for the day.

HOLIDAYS

All hours worked on a holiday must be initialed by the supervisor before payment can be made.

PRINTING INSTRUCTIONS

Before printing the timesheet, check "Page Setup" in Excel to make sure that the timesheet will print on one page. To navigate to "Page Setup," first select "File" and then "Page Setup." On the "Page" tab under "Scaling," select the "Fit to:" radio button and enter "1" for both width and tallness. Then select "Print" from this page and the timesheet will be printed on the selected printer. (NOTE: On certain older printers with limited memory capacity, some of the lines on the time sheet may not print. If this occurs, either use a ruler to draw the missing lines by hand or select a network printer with sufficient memory capability.)

SUBMISSION

Student: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be paid until the following pay period.

Supervisor: Review time sheet for accuracy, initial all approved holiday work, sign certification and submit only one copy to the Payroll Office for payment. Before submitting to the Payroll Office, you should make copies of the completed time sheet for yourself and the student. See **Pay Schedules Page** for the appropriate schedule listing due dates for time sheets for Student Assistants or Federal Work Study.