# INSTRUCTIONS FOR USING EXCEL-BASED TIME SHEET

### DOWNLOADING AND SAVING

To download the Excel file containing the time sheet template, go to Student Employment on the HR web site: http://www.potsdam.edu/offices/hr/student.cfm, select **Time Sheet (Microsoft Excel)**. When the Excel file comes up, save it on your local computer in a folder under a name of your choosing. It is suggested that you save it under a name such as: "Timesheet beginning 6-15-2012 for (student name)" 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, last 4 of the SSN, hourly rate, department, supervisor and account number by clicking on the appropriate line. Also complete the <u>beginning</u> date of the two-week work period covered by the timesheet in the following format: MM/DD/YYYY. You do <u>not</u> 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 <u>space</u> 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. **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.

#### PRINTING INSTRUCTIONS

Before printing the timesheet, check "Page Setup" to make sure that the timesheet will print on one page. On "Page Setup" 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.

### **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, sign certification and submit to the Human Resources for payment. You may want to make copies of the completed time sheet for yourself and/or the student prior to submitting.

See <a href="http://www.potsdam.edu/offices/hr/student.cfm">http://www.potsdam.edu/offices/hr/student.cfm</a> for the appropriate schedule listing due dates for time sheets for Student Assistants or Federal Work Study.