Instructions on Timesheet Form III

Due to fact that the timesheet form you trained on will not calculate overtime, we are having to switch to a different timesheet form. Attached is a copy of what you will see when you try to enter time.

The main difference is that you can only select one cost center per page where on the other form, you could select all cost centers on one page to account for your total day. Also the calendar option is a minimized green box at the end of the WORKDATE field. You can click on small green box and calendar opens up so you can click on date instead of typing in date—your choice. ALSO IGNORE THE LUNCH BREAK TAKEN BOX- do not enter anything there. If we were using time clocks that would be pertinent but we are not so ignore it.

For those who work for more than one cost center—like center directors, you will have to to select date and your cost center, put in number of hours and then click add. The date stays same and you then select another cost center and add hours, and so on until you've entered your total work day.

The batch total will track all hours entered at that sitting—so if you change date when you are adding time—it will just keep totaling—its doesn't total by day unless you exit out of screen and go back in.

For center directors, I would suggest you enter a complete day and then click out of time entry form. You can click on ACTION and view timesheet to check most recent entry. Then click ACTION TIME ENTRY again and it has reset batch total to 0.

For single cost center employees like HeadStart or drivers—they can click the ADVANCE DATE ON ADD box, make sure their cost center is correct, type in hours and then click add. It brings up new blank form with next days date and they can just continue to put in hours and click add. They need to watch date from Friday to Mondays because if advance date on add is checked and they enter Friday hours, it will bring up a Saturday.

Everything else remains basically the same—the leave form will still be used for any time that you are not working including holidays, sick, vacation, excused etc.

We have activated the FMLA leave checkbox on the leave forms. If you are taking leave and it should be FMLA either FMLA vacation of FMLA paid sick leave—then when you select the leave entry form—there is a check box that says I'M ON FMLA that you need to click on to check it. Then the leave code will either be your regular sick or vacation code or UFMLUNPD – FMLA unpaid leave. You will need to check this box on each leave entry form you complete—i.e. it doesn't stay checked if you take more than one day.

SENIOR CENTERDIRECTORS only—I'm changing something that I told you at meeting. **Do not use the cost center starting with LV for anything other than leave.** i.e.LVHAM is for Hamilton. I think there was some misunderstanding and some of you thought that if you used that in the time entry form, it would designate leave. If you are not at work, you use the LEAVE ENTRY FORM and cost center starting with LV___ for your time off. DO NOT USE the LV____ cost center on the TIME ENTRY FORM. You must break out your time by program. If we have trainings, then either break time down by your normal allocation or charge it all to the main one.

Employee Web Services for Sage Fund Accounting

Personal	Action	Manager	Reporting	Options	Help	Logout

Work Date: Monday, April 16, 2012   ☐   ☐ Advance Date on Add

Cost Center: ACCT   ☐

Wage Code: Wages Regular   ☐

Hours: 0.00   ☐ Lunch Break Taken

Description:

[Add]   Batch Total: 0.00

community Action
PARTNERSHIP
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Hill Country Community Action Association

2905 W. Wallace, San Saba, TX 76877

Selected Employee:
Frances Little

Staff Quick Reference
Manager Quick Reference
HCCAA Main Website