

# 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.canton.edu/human\\_resources/payroll.html](http://www.canton.edu/human_resources/payroll.html), Select **Student Time Sheet**.

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 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. 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

Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be processed until the next payroll.