

STATE OF HAWAII
INDIVIDUAL TIMESHEET

DEPARTMENT UNIVERSITY OF HAWAII	SUB-DIVISION OR SCHOOL	PAYROLL NO.	BU CODE
SOCIALIZED SECURITY NO.	POSITION NO.	HOURLY RATE	EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)

ENTER MONTH CODE IN APPLICABLE COLUMN

SPECIAL INSTRUCTIONS:

1. To be entered in all applicable columns, please refer to the instructions on the reverse side.
2. This timesheet is to be submitted to the supervisor at the end of the pay period, by 5:00 PM.

MOS JOB	JOB TITLE	DATE		HOURS										REMARKS													
		STARTED	ENDED	TOTAL HOURS	SPLIT/SPLIT		NOT DIFFERENTIAL	DATE																			
					REGULAR HOURS	REGULAR HOURS			REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS		REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS	REGULAR HOURS		
M	D	P	S	U	R	S	M	D	P	S	U	R	S	M	D	P	S	U	R	S	M	D	P	S	U	R	S
TOTALS														COMBINED TOTAL TIME													
														TOTAL COMPENSATORY TIME													

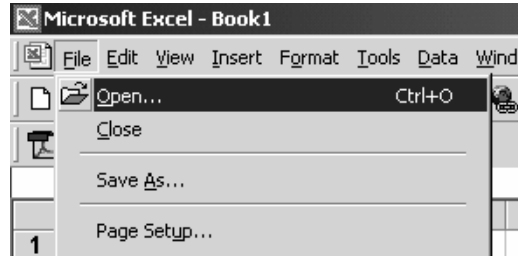
D55 TimeSheet (Excel) Training Manual

NO.	NAME	TITLE	DEPT.	DIV.	OFF.	PHONE	FAX	EMAIL	SIGNATURE	DATE	TIME	PERIOD	REMARKS
<p style="text-align: center;">I CERTIFY THAT THE TIME CLAIMED ABOVE IS CORRECT AND OTHER CLAIMS SET FORTH OR WILL BE MADE FOR THE ABOVE PERIOD. IT IS MUTUALLY AGREED THAT THE EMPLOYEE WILL RECEIVE PAYMENT OR TIME OFF AS INDICATED ABOVE.</p> <p style="text-align: center;">05-28-02</p> <p style="text-align: center;">EMPLOYEE SIGNATURE: _____ DATE: _____</p> <p style="text-align: center;">SUPERVISOR SIGNATURE: _____ DATE: _____</p>													

GETTING STARTED

Microsoft Excel version 97 and above is required. Excel 2002 is recommended. Prior versions to 97 (v. 5.0 and earlier) are not compatible.

Open Microsoft Excel.



Open the D55 Excel file.

A screenshot of the 'STATE OF HAWAII INDIVIDUAL TIMESHEET' Form 1. The form is displayed in a Microsoft Excel spreadsheet. It includes fields for DEPARTMENT (UNIVERSITY OF HAWAII), SUB-DIVISION OR SCHOOL, PAYROLL NO., BU CODE, SOCIAL SECURITY NO., POSITION NO., HOURLY RATE, and EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL). The main table has columns for 'TIME' (STARTED, ENDED, BREAKS), 'HOURS' (REGULAR, ORDINARY, HOLIDAY, SPLIT SHIFT, NIGHT), and 'STANDBY DAYS'. The first row is labeled 'Reg Hrs >' and the days of the week are listed as Mon, Tue, Wed, Thu, Fri, Sat, Sun.

Form 1
CTRL + PAGE UP

A screenshot of the 'STATE OF HAWAII INDIVIDUAL TIMESHEET' Form 2. This form is identical to Form 1 but has two rows for each day of the week in the main table. The first row is labeled 'Reg Hrs >' and the days of the week are listed as Mon, Tue, Wed, Thu, Fri, Sat, Sun.

Form 2
CTRL + PAGE DOWN

There will be two different forms available (shown above). To toggle between the two, press **CTRL+PAGE UP** and **CTRL+PAGE DOWN**.

Form 1 (CTRL+PAGE UP):
One day contains one row.

FIRST HALF	SECOND HALF	TIME		B R E A K S	C O D E	HOURS							STANDBY DAYS	REMARKS
		STARTED	ENDED			REGULAR TIME	ORDINARY OVERTIME	HOLIDAY OVERTIME	SPLIT SHIFT		NIGHT DIFFERENTIAL			
									TOTAL TIME EXCLUDING MEAL TIME	ACTUAL TIME WORKED				
Reg Hrs >						Days Off >	Mon	Tue	Wed	Thu	Fri	Sat	Sun	

Form 2 (CTRL+PAGE UP):
One day contains two rows.

FIRST HALF	SECOND HALF	TIME		B R E A K S	C O D E	HOURS							STANDBY DAYS	REMARKS
		STARTED	ENDED			REGULAR TIME	ORDINARY OVERTIME	HOLIDAY OVERTIME	SPLIT SHIFT		NIGHT DIFFERENTIAL			
									TOTAL TIME EXCLUDING MEAL TIME	ACTUAL TIME WORKED				
Reg Hrs >						Days Off >	Mon	Tue	Wed	Thu	Fri	Sat	Sun	

The only difference between these two forms is the amount of rows there are for each day.

Which form do you use?

If an employee works two different shifts in one day, then form 2 must be used. Otherwise form 1 can be used.

Think ahead.

If you start filling out the timesheet in form 1 and later decide that you need two rows for one day, then you will have to switch to form 2 and re-enter all the information manually. The information does not transfer between the two forms.

PARTS OF THE FORM

The diagram illustrates the layout of the 'STATE OF HAWAII INDIVIDUAL TIMESHEET' form. It is divided into several sections:

- Header Section:** Contains 'STATE OF HAWAII' and 'INDIVIDUAL TIMESHEET'. Below this are fields for 'DEPARTMENT' (University of Hawaii), 'SUB-DIVISION OR SCHOOL', 'PAYROLL NO.', and 'BU CODE'.
- Employee Information Section:** Includes 'SOCIAL SECURITY NO.', 'POSITION NO.', 'HOURLY RATE', and 'EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)'.
- Time Tracking Section:** A grid with columns for 'FIRST HALF', '2ND HALF', 'TIME' (with 'STARTED' and 'ENDED' sub-columns), 'B R E M A I K N', 'C O D E', 'REGULAR TIME', 'ORDINARY OVERTIME', 'HOLIDAY OVERTIME', 'SPLIT SHIFT' (with 'TOTAL TIME EXCLUDING MEAL TIME' and 'ACTUAL TIME WORKED' sub-columns), 'NIGHT DIFFERENTIAL', 'STAND BY DAYS', and 'REMARKS'. A 'Reg Hrs >' label is on the left, and a 'Days Off >' label is below the grid.
- TOTALS Section:** A row with 'TOTALS' on the left and 'COMBINED TOTAL TIME' on the right. Below it is a row for 'INDICATE ACTUAL HOURS EMPLOYEE CHOOSES TO ELECT AS COMPENSATORY TIME IN LIEU OF CASH PAYMENT' with a shaded area and 'TOTAL COMPENSATORY TIME' on the right.
- UNIFORM ACCOUNTING CODE Section:** A table with columns: F, YR, APPRN, D, SUB. DIV, OBJECT, FUNCTION, LOC, PROJECT, ENC, PERCENT.

Numbered callouts (1-15) point to specific parts of the form:

- 1. Points to the 'SUB-DIVISION OR SCHOOL' field.
- 2. Points to the 'PAYROLL NO.' field.
- 3. Points to the 'BU CODE' field.
- 4. Points to the 'DEPARTMENT' field.
- 5. Points to the 'POSITION NO.' field.
- 6. Points to the 'HOURLY RATE' field.
- 7. Points to the 'EMPLOYEE NAME' field.
- 8. Points to the 'FIRST HALF' column.
- 9. Points to the 'TIME STARTED' column.
- 10. Points to the 'ORDINARY OVERTIME' column.
- 11. Points to the 'B R E M A I K N' column.
- 12. Points to the 'C O D E' column.
- 13. Points to the 'REMARKS' column.
- 14. Points to the 'TOTALS' row.
- 15. Points to the 'UNIFORM ACCOUNTING CODE' table.

1.	SUB-DIVISION OR SCHOOL		Enter the sub-school or division																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">SUB-DIVISION OR SCHOOL</div>																		
2.	PAYROLL NO.		Enter the appropriate payroll number.																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">PAYROLL NO.</div>																		
3.	BU CODE		Enter the appropriate BU code.																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">BU CODE</div>																		
4.	SOCIAL SECURITY NO.		Enter the employee's valid nine-digit social security number. Do not enter hyphens.																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">SOCIAL SECURITY NO.</div>																		
5.	POSITION NO.		Enter the employee's position number.																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">POSITION NO.</div>																		
6.	HOURLY RATE		Enter the Employee's hourly rate.																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">HOURLY RATE</div>																		
7.	EMPLOYEE NAME		Enter the Employee's name. If the name includes a "Jr." or other title, show this at the end. Example: Smith, John M Jr.																
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)</div>																		
8.	MONTH CODE		Enter the appropriate month code in the applicable half. After doing so, the numbers for the days will appear.																
	<table border="1" style="margin: 0 auto;"> <tr> <td style="width: 50px; text-align: center;">FIRST HALF</td> <td style="width: 50px; text-align: center;">2ND HALF</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	FIRST HALF	2ND HALF																
FIRST HALF	2ND HALF																		
9.	REGULAR HOURS		Enter the employee's regular work hours. Insert the hour in the first space; the minute in the second space; and "a" or "p" in the third space to indicate "am" or "pm." If the employee has a scheduled break within the work shift, enter that amount in minutes under the "MIN BREAK" column.																
	<table border="1" style="margin: 0 auto;"> <tr> <td style="width: 50px; text-align: center;">FIRST HALF</td> <td style="width: 50px; text-align: center;">2ND HALF</td> <td colspan="2" style="text-align: center;">TIME</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">B R E A K M I N B R E A K</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">C O D E</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">STARTED</td> <td style="text-align: center;">ENDED</td> </tr> <tr> <td colspan="2" style="text-align: center;">Reg Hrs ></td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	FIRST HALF	2ND HALF	TIME		B R E A K M I N B R E A K	C O D E			STARTED	ENDED	Reg Hrs >							
FIRST HALF	2ND HALF	TIME		B R E A K M I N B R E A K	C O D E														
		STARTED	ENDED																
Reg Hrs >																			
10.	DAYS OFF		Place an "x" under the corresponding box for each day the employee does not work.																
	<table border="1" style="margin: 0 auto;"> <tr> <td style="width: 50px; text-align: center;">Days</td> <td style="width: 50px; text-align: center;">Mon</td> <td style="width: 50px; text-align: center;">Tue</td> <td style="width: 50px; text-align: center;">Wed</td> <td style="width: 50px; text-align: center;">Thr</td> <td style="width: 50px; text-align: center;">Fri</td> <td style="width: 50px; text-align: center;">Sat</td> <td style="width: 50px; text-align: center;">Sun</td> </tr> <tr> <td style="text-align: center;">Off ></td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	Days	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Off >									
Days	Mon	Tue	Wed	Thr	Fri	Sat	Sun												
Off >																			

11.

START TIME / END TIME

Enter the employee's start and end time for each work shift. Insert the hour in the first space; the minute in the second space; and "a" or "p" in the third space to indicate "am" or "pm."

If the employee has a scheduled break within the work shift, enter that amount in minutes under the "MIN BREAK" column.


12.

CODE

Enter the appropriate code. The codes are as follows:

- B – Regular Time (default)
- O – Ordinary Overtime
- P – Holiday Overtime
- E – Split: Time Ex. Meal
- D – Split: Actual Time
- N – Night Differential
- S – Stand-By Days

These codes correspond to the seven columns of the timesheet.

To enter a code, first click on the code cell. When selected, a pop-up box will show the different codes. A drop-down arrow  will also appear. Click on the arrow to select the appropriate code.

You may also type the code without having to select it from the drop-down menu.

If no code is entered, then the default is assumed (B).

For Payroll No. F6N and F6O, code should always be 'B'.

13.

REMARKS

A diagram showing a rectangular box with the word "REMARKS" inside. Below the box is a shaded horizontal band, and below that is a rounded rectangular box with a thick border.

Enter any remarks.

If a break time amount is entered under the "MIN BREAK" column, then this will appear automatically in the remarks when printed.

14.

COMPENSATORY TIME

A diagram showing a horizontal bar with a shaded section on the left and right. In the center, there is a rounded rectangular box with a thick border. Below the bar are labels: B, U, P, E, D.

Enter any compensatory time the employee wishes to claim.

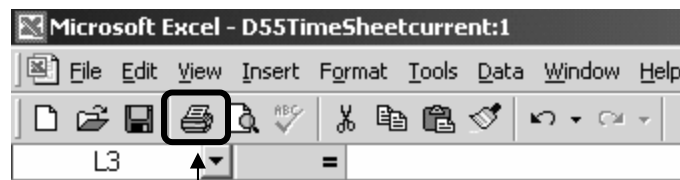
15.

UNIFORM ACCOUNTING CODE

UNIFORM ACCOUNTING CODE										
F	YR	APPRN	D	SUB. DIV	OBJECT	FUNCTION	LOC	PROJECT	ENC	PERCENT

Enter each part of the accounting code in the appropriate spaces.

PRINTING THE TIMESHEET



To print the timesheet, click on the Print icon located on the Standard Tool Bar. You do not need special sized paper. This form is formatted to fit on a standard 8 ½ x 11 sheet of paper.

FAQ

Q. When I print the timesheet, why are the times different then what I had entered?

A. If you enter a time that is not rounded to the nearest 15th minute, when you print the timesheet, it will round the time automatically and the calculations will reflect the rounded time.

Q. What if I don't want to bother with switching between the two forms (with CTRL+PAGE UP and CTRL+PAGE DOWN) all the time?

A. You may choose to use form 2 all the time. However, since it has more rows than form 1, it may pose as an inconvenience.

Q. Is there a limit to the amount of text I can enter in the remarks column? What happens if I go over the limit?

A. Just like the original D55, the remarks section is limited to the amount of space there is on the page. If you type too much, then the text will get cut off.

Q. Do I have to print multiple copies to send to Payroll?

A. No. Payroll requires just one copy.

Q. Is the worksheet case sensitive?

A. The header information such as the employee name and division are not case sensitive. They will be printed as all capital letters. However, the remarks are case sensitive. They will be printed as typed.

Q. When I select the codes E, D, or S, nothing happens. What are they for?

A. When any of these three codes are selected, any inputted time will not be calculated. You will have to print out the timesheet and manually enter the appropriate data. These codes are made available to give you the flexibility of entering data manually on the printed worksheet.

Q. Why do XXXs appear in the social security number box when I typed my actual social security number on the timesheet?

A. DAGS has required all state agencies to use only the last 4 digits of an employee's social security number for the D-55s and recommended that the first 5 digits be replaced by the letter 'X' (e.g. XXX-XX-5555). We have programmed the July 2007 version of the D-55 to mask the first 5 digits of an employee's social security number upon printing of the D-55 (even though the entire social security number is typed on the D-55).

Revised July 2007