The new timesheet has some great features and encompasses the different aspects of our unique payroll. Some of the great features include:

- Separates hours worked from hours not worked, but paid (called absence hours)
- Documents actual times worked as part of the timesheet
- Provides accurate interpretation of compensatory time
- Flexibility to track other projects and programs on one time worksheet
- Summary chart for charging time to grants
- Summary chart for splitting time between counties
- Flexibility to use with various personnel policy handbooks/terminology
- Acknowledges the direct and indirect allocation of time for completing Indirect Cost Calculation
- Flexible option for various pay period approaches (whole month and bi-weekly)
- Locked basic formulas to reduce calculation errors
- Will track hours worked, vacation, compensatory time for entire calendar year

This timesheet was created to be universal but does allow for a limited amount of adjustments to customize. You should have your own workbook, one per calendar year and the workbook should be personalized with your name and indirect percentage, if constant.

Please verify that the balances that have been entered on the first tab of the worksheet under Leave Balances are correct (vacation, sick, PTO, compensatory). It will be a manual entry on the first tab under the column heading ‘Carried Forward’ and then going forward this will be automatically calculated.

All data is to be filled out electronically.

A. Input the actual time started and ended in by hour and minute.
B. Use the arrow drop down in the box to the right of the minutes worked to select am or pm.
C. You are allotted three separate times for in and out per day, this is to allow for times when you may come back to the office for a night meeting or if there are any absence’s during the work day for personal appointments etc....
D. There is a check feature, if any day is over 12 hours, the box in the Total Hours Worked column will become highlighted in yellow, as an alert.
   1) NOTE: if a person inadvertently puts in a PM and the time reads blank AM to blank PM (the person did not work at all on that day), the formula reads 12 hours (because 12 midnight to 12 noon is 12 hours). This will require a quick change of the send drop down to be moved back to AM from PM.
E. The section under Absence Hours is to track any type of paid leave, hours you did not work...
F. Enter any ‘Other Paid Hours’ (Absence Hours) in decimal format, if you worked four and ½ hours you will type in as 4.5, in the next box you will enter the appropriate code, ie. V for vacation (it is not case sensitive).

```
4.50   v
vacation
```

G. Use the following minute conversion table when entering time under Absence Hours:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Decimal Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>0.00</td>
</tr>
<tr>
<td>6-11</td>
<td>0.10</td>
</tr>
<tr>
<td>12-17</td>
<td>0.20</td>
</tr>
<tr>
<td>18-23</td>
<td>0.30</td>
</tr>
<tr>
<td>24-29</td>
<td>0.40</td>
</tr>
<tr>
<td>30-35</td>
<td>0.50</td>
</tr>
<tr>
<td>36-41</td>
<td>0.60</td>
</tr>
<tr>
<td>42-47</td>
<td>0.70</td>
</tr>
<tr>
<td>48-53</td>
<td>0.80</td>
</tr>
<tr>
<td>54-59</td>
<td>0.90</td>
</tr>
</tbody>
</table>

H. You can only enter one code per line, if more codes are necessary for one day enter on the next line and then note in the comments section to the right the situation.

I. Overtime will either be booked and saved as compensatory time or paid out within the pay period.

1) To be paid out overtime hours you will need to look at the hours in cell AB50 for each week’s totals and place the number you want to be paid out at the overtime rate under the Absence Hours section and enter a code of OP next to it, this will automatically pull to the summary box.

```
<table>
<thead>
<tr>
<th>Absence Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime (&gt;40)</td>
</tr>
<tr>
<td>8.00</td>
</tr>
</tbody>
</table>
```

2) To have booked as compensatory time, you will leave the balance in column AB and it will automatically transfer to box L63, calculated to compensatory hours and increase your ending balance.

3) You can be paid out a portion and book a portion, you would enter the amount paid out as directed in step 1 and leave the amount you want booked as compensatory time in the ‘Over-time (>40)’ column.
J. If you would like to use your booked compensatory time, you will first check the balance in cell AA63, you will place the amount of hours to be paid out under the Absence Hours section in the week you are using for and enter a code of CU.

K. If you have any hours that should be expensed to a grant and/or project you will need to enter this in the ‘Hours Charged to Grants/Projects:’ area. If the grant or project code is not known, leave this box blank, enter hours that are to be charged and if no match leave blank.

L. If your actual hours worked for direct and indirect do not correlate with the pre-printed percentages, you will want to correct.

M. If making corrections/adjustments to entries, please double check your hours to ensure they are correct by day.

N. Save your timesheet.

O. Print out the current tab, sign it and give it to the bookkeeper and/or assistant bookkeeper.

Notes/Tips:
- If you have entered your times and there is an issue with what is calculating in the Total Hours Worked column, for example it isn’t calculating, please go through and zero out the information on that row. You will put all times to zero and click delete on all am/pm boxes. You should then be able to go back and enter your times and the Total Hours Worked will be calculated correctly.
- Several of the cells are locked to protect formula integrity.
- The printed and signed copy will be your official time sheet/record of your hours. This will be archived and pulled in the future if this data is ever requested (audits/IRS).
- If you are unaware of your direct and indirect split of time, take the PAR form to your supervisor to help you review your position and determine the split. This should correspond to your job description. There is more information on Indirect Reporting on the Extension Finance Website, click on Indirect Costs on the left hand side.