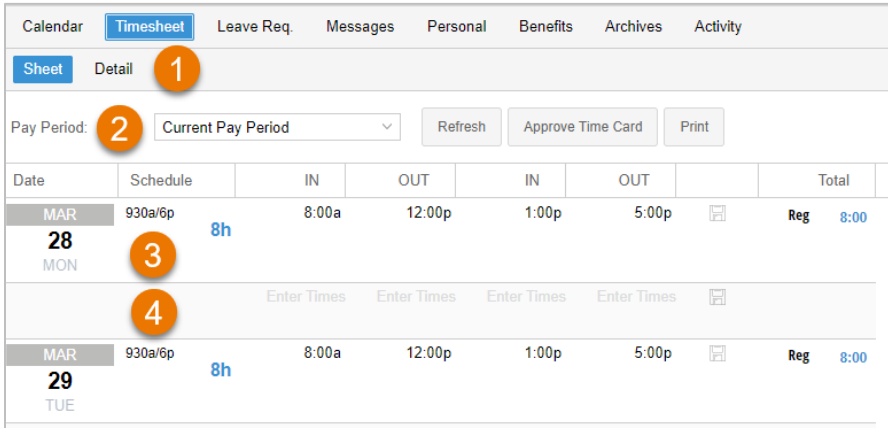


EMPLOYEE SELF SERVICE TIMESHEET

A Timesheet allows employees to add, edit and delete punches for their start and end of a shift as well as any lunch or breaks. Employees using Timesheets can also punch a time clock.



TIMESHEET SCREEN LAYOUT

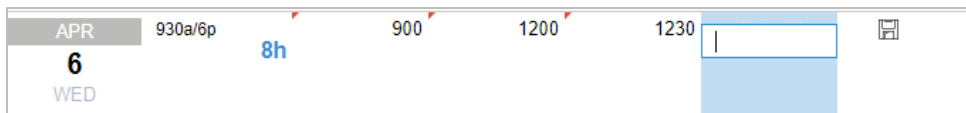
Below shows a brief description of each area on the Timesheet.

Section / Item	Description
1. Timesheet /Details	Option to show Timesheet or other detail views
2. Tool Bar	Select period to display, approve timecard (if enabled), and print time card.
3. Worked Shift	Displays schedule, punches, and daily worked hours. Current day highlighted yellow.
4. Enter Time	Add punches to a work shift

ADJUSTING PUNCHES

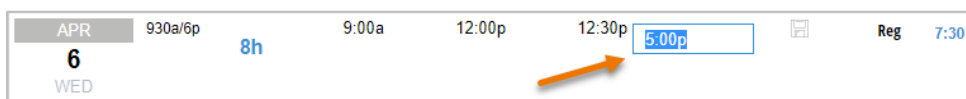
Follow the steps below to **ADD** punches on your timesheet

1. Locate the day you want to add punches and click on **Enter Times**.
2. Enter the punch(s) to add.
3. The system will auto save or you can click the save button to the right



Follow the steps below to **EDIT** or **DELETE** an existing punch.

1. Click the punch you would like to remove or edit.
 - a. To edit, enter the new time and click the save button
 - b. To delete, blank the field and click the save button



REVIEWING HOURS DETAILS

Switching from **Sheet** to **Details** will show Hours Details. The information displayed is read only. There can be several sections under **Details** which can include different information like period hours, daily hours, distributions and benefit balances.

Sheet			
Sheet	Detail		
Time Card	Period Summary	Daily Summary	Ben Balances for Period
Pay Desig.	Department, Job		Hours
Regular	Production, Main Press		32.00
Overtime	Production, Main Press		2.00
Holiday	Production, Main Press		8.00
Totals			42.00

Sheet			
Sheet	Detail		
Time Card	Period Summary	Daily Summary	Ben Balances for Period
Date	Pay Desig.	Department, Job	Hours
Fri Jun-04 21	Regular	Production, Main Press	6.30
Thu Jun-03 21	Regular	Production, Main Press	8.30
Wed Jun-02 21	Regular	Production, Main Press	8.30
Tue Jun-01 21	Regular	Production, Main Press	8.30
Fri Jun-04 21	Overtime	Production, Main Press	2.00
Mon May-31 21	Holiday	Production, Main Press	8.00
	Totals		42.00