EMPLOYEE SELF SERVICE WORKSHEET

In the Worksheet tab, you can enter hours worked and allocate to different workgroups (Ex: departments). Optionally, you can also manage your own absences, expenses and view daily summaries. Employees using Worksheets can NOT punch IN or OUT for their shift.

WORKSHEET LAYOUT

Below shows a brief description of each area on the Allocation sheet.

Section / Item	Description
1. Pay Period	Select period to display
2. Schedules*	Shows scheduled start, end, and hours. Also, any scheduled absences
3. Hours Worked	Where you can enter hours worked to the correct Workgroup
4. Absences*	Enter time off hours. Such as Vacation or Sick hours
5. Expenses*	Enter dollar expense for reimbursement. Example: Mileage or Travel Expenses
6. Time Off Request*	Displays time off request and their status.
7. Pay Summaries	Displays total hours, worked and absence.

NOTE: These sections are optional based on your access

TO ENTER HOURS WORKED

To enter worked hours to different workgroups:

1. Locate the workgroups to allocate worked hours to, for example, 8 hours in Production – Main Press.
2. Click the cell that represents the correct date and workgroup, and type in the hours worked.
3. Press ENTER, the worked hours are allocated to the specific workgroup. Hours are updated in the employee Hours Worked Summary area and the **Pay Summaries** area.

   *NOTE: If the workgroup cannot be found in the list to enter hours, click the **Add New** button at the top. (this link may or may not be available based on your access).*

		No Hours Mon May-31		Worked Hours Mon May-31
Category				
Schedules		Off		Off
Hours Worked				
Production	Main Press		→	8:00
Production	Prod Manager			
Production	Prod Support			
Assembly	Prod Manager			
Summary				8:00

ADD ABSENCES

The Worksheet tab can also allow you to add paid or unpaid time off. Example: Adding Vacation or Sick time. This option may not be available based on your access.

| Absences	
Vacation	
PMLA	
Jury Duty	
Retro Vac	

To add time off with the Worksheet:

1. Locate the Absences area under the Worksheet section.
2. Click the cell that represents the date for time off and the benefit to use. Enter the hours directly in the cell.

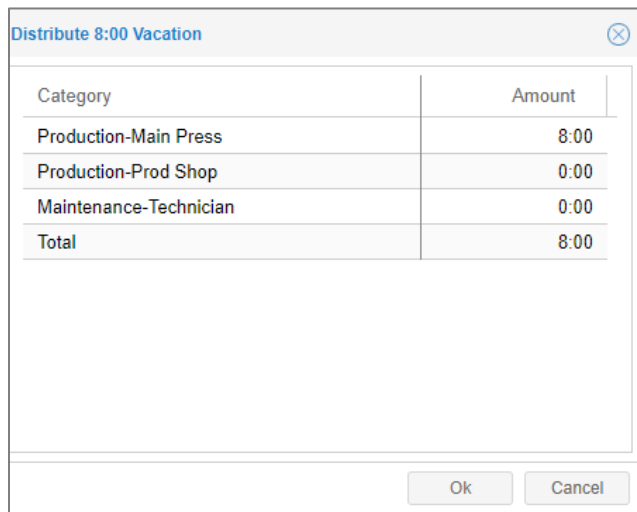| Absences		
Vacation		8:00 📋
PMLA		
Jury Duty		
Retro Vac		

TO ALLOCATE ABSENCE HOURS

In rare occasions, the absence hours may need to be allocated to different Workgroups.
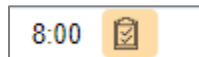
1. Once time off hours have been entered a checkbox icon 📋 will display next to the hours entered.
2. Hover the mouse curser over that icon and **Distribute Amount** will pop up. Click on the icon.

8:00 📋

Distribute Amount
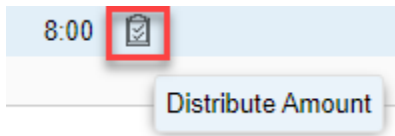
3. A list of available allocations will be displayed. Allocate the hours to the appropriate Workgroup and click OK.

Distribute 8:00 Vacation	⊗
Category	Amount
Production-Main Press	8:00
Production-Prod Shop	0:00
Maintenance-Technician	0:00
Total	8:00

Ok   Cancel

4. If hours are allocated, it will change the color of the icon

8:00 📋

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 information like period hours, daily hours, distributions and adjustments.

Sheet Detail

Period Summary Daily Summary

Pay Desig.	Department, Job	Hours
Regular	Production, Main Press	8:00
Regular	Production, Prod Manager	24:00
Regular	Production, Prod Support	8:00
Totals		40:00

Sheet Detail

Period Summary Daily Summary

Date	Pay Desig.	Department, Job	Hours
Sat Jun-05 21	Regular	Production, Main Press	0:00
Fri Jun-04 21	Regular	Production, Main Press	0:00
Thu Jun-03 21	Regular	Production, Main Press	0:00
Wed Jun-02 21	Regular	Production, Main Press	0:00
Tue Jun-01 21	Regular	Production, Main Press	0:00
Mon May-31 21	Regular	Production, Main Press	8:00
Sun May-30 21	Regular	Production, Main Press	0:00
Fri Jun-04 21	Regular	Production, Prod Manager	8:00
Wed Jun-02 21	Regular	Production, Prod Manager	8:00
Tue Jun-01 21	Regular	Production, Prod Manager	8:00
Thu Jun-03 21	Regular	Production, Prod Support	8:00
		Totals	40:00