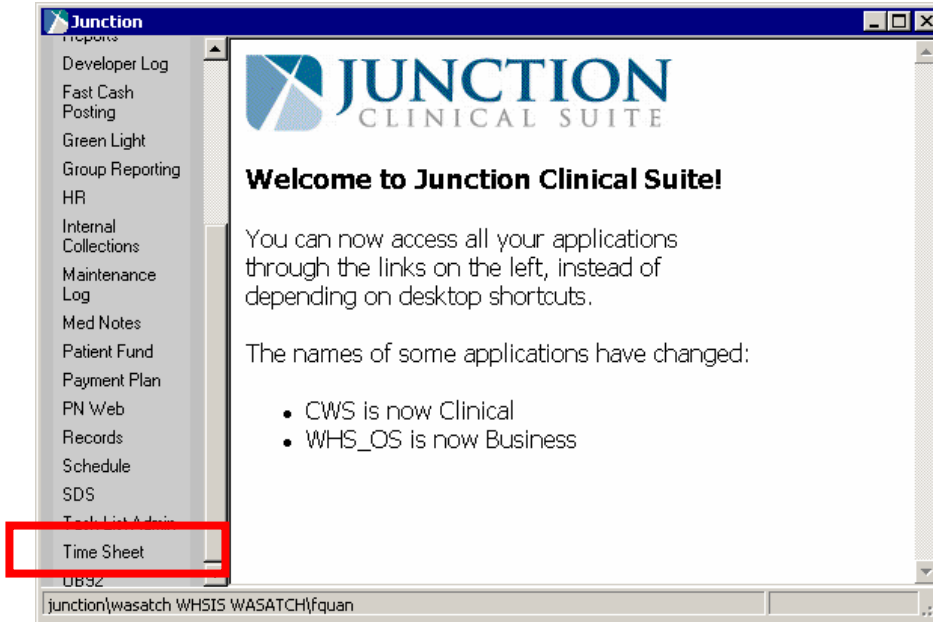
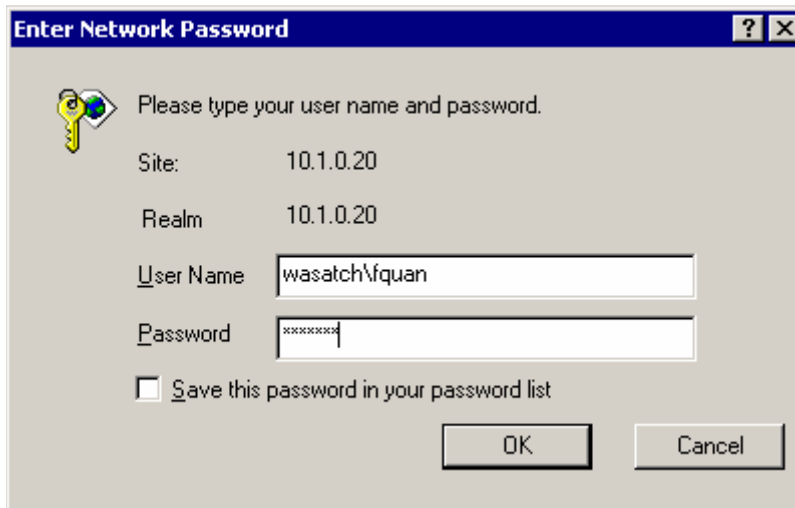


## Time Sheet Instructions

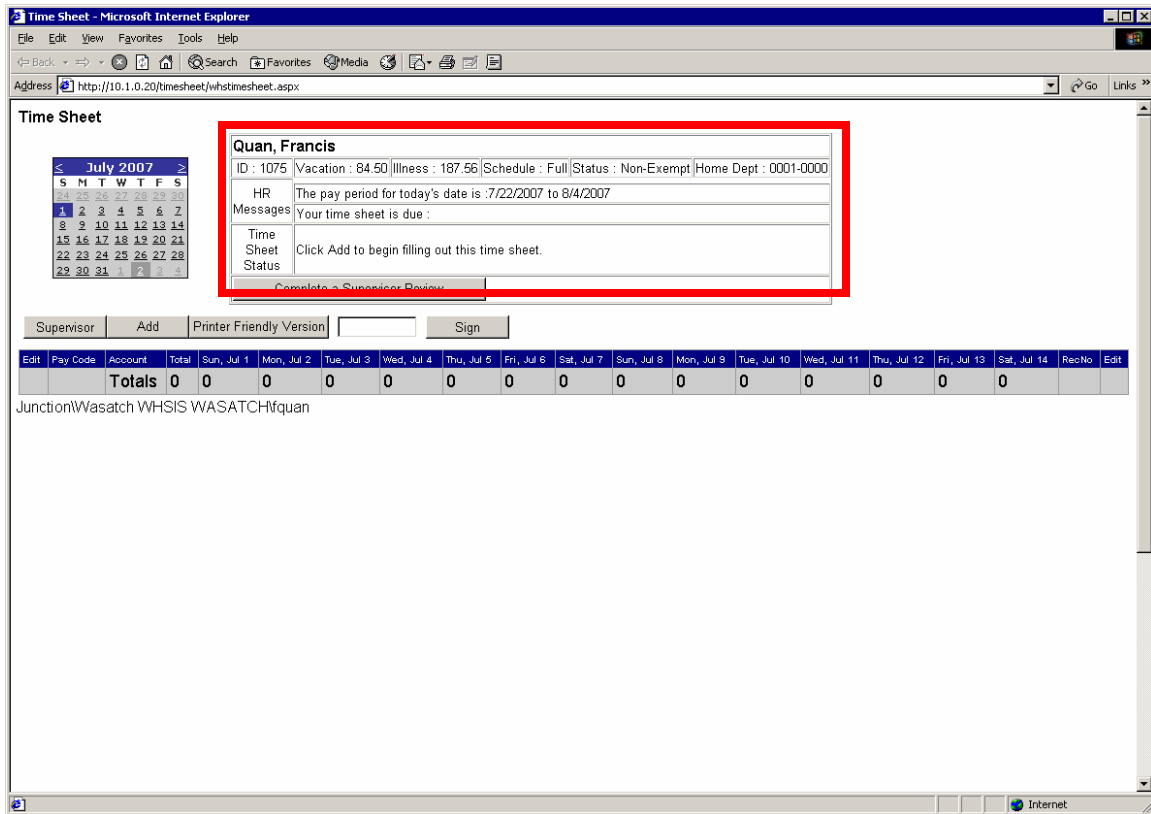
Open Junction and find the Time Sheet link on the left side of the window.



Click the link once. A form will appear asking for your user name and password.



Enter your log in information as pictured above. Replace “fquan” with your Citrix log in name. Enter your Citrix password. Click OK when done.



The time sheet displays details about the employee's id number, vacation and catastrophic time, full or part-time status, exempt or non-exempt and home department.

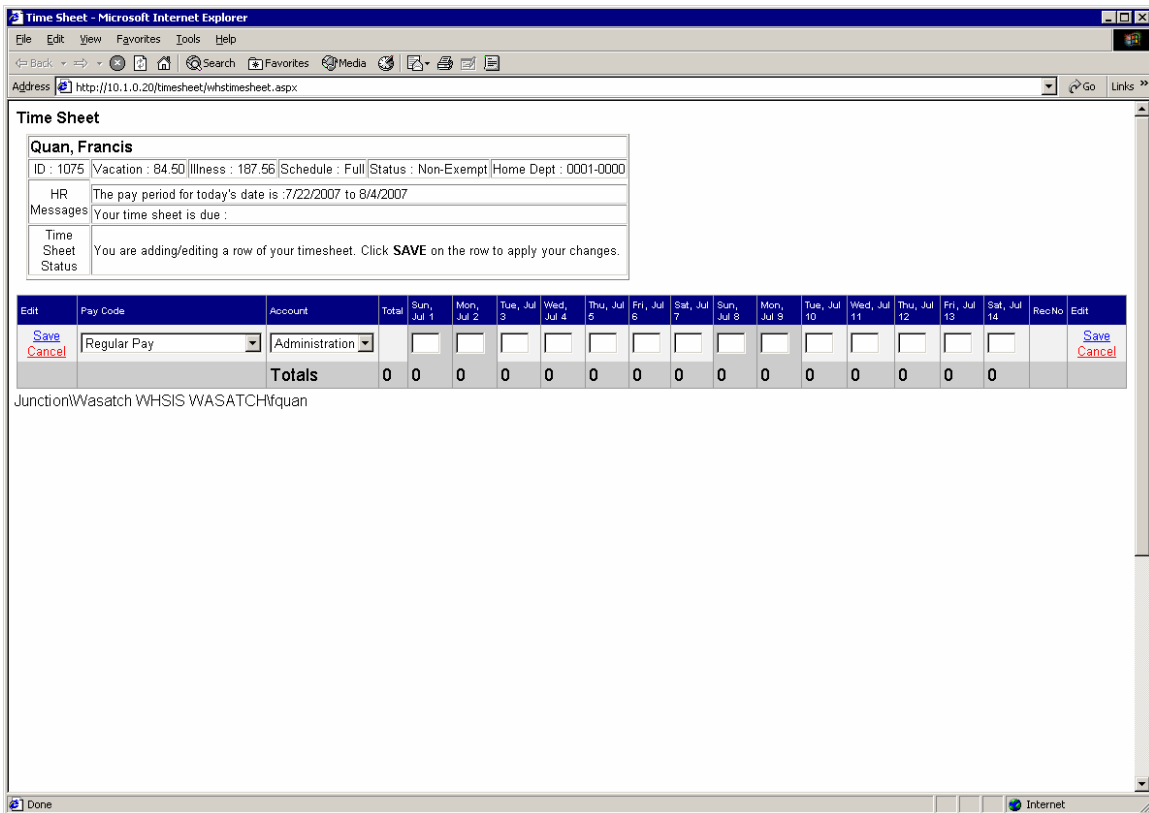
The pay period section always displays the pay period based upon the current date and not the date displayed on the monthly calendar. In the example above, the calendar displays July 1, but the message in the HR Messages box still states that the pay period for the date in this example is 7/22/2007 to 8/4/2007.

Notice the blue bar that spans the width of the page. It contains the days and dates based upon the date selected on the monthly calendar. This display is based upon a two-week pay period.

Ignore the Complete a Supervisor Review button.

The Supervisor button on the left side of the screen will only appear for managers and supervisors.

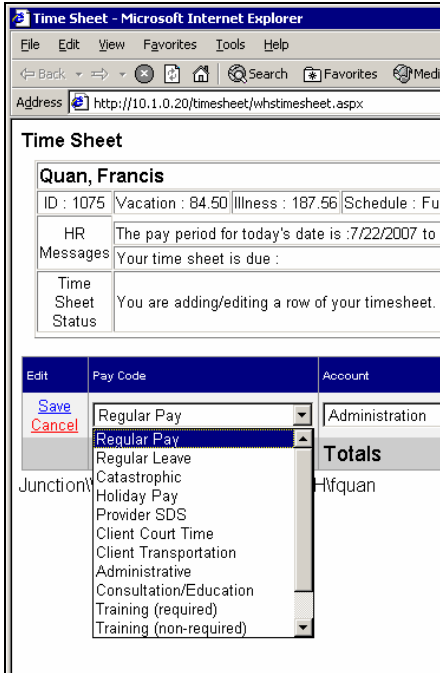
The Add button allows you to begin the time recording process. Click the Add button to begin adding hours worked. Multiple lines can be added by filling out the initial line with hours, clicking Save and then clicking the Add button to insert another line of time. For example, someone who works at SBS and Giant Steps can record to lines of time to show total hours worked over a two-week period. This will be demonstrated later.



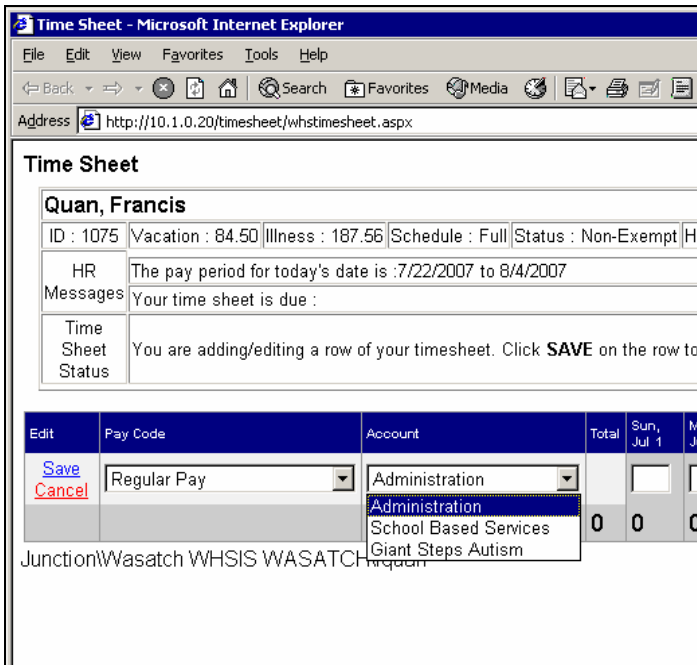
The section below the horizontal blue bar allows the user to enter their time sheet data.

The first drop-down menu (under Pay Code) displays pay codes. The second drop-down (under Account) displays cost centers or contracts. All of the other boxes are used to record hours worked each day.

Starting with the Pay Code, click the drop-down to find the desired pay code. Regular pay will be the most commonly used selection. Users can have additional pay codes related to their work. For example, maintenance workers would not have client related pay codes as seen in the image on the next page.



After selecting a pay code (see above), move to the next drop-down (see below) and select a cost center or contract code.



After the pay code and cost center have been selected, begin entering hours for each day. When done, click the word Save, once. If time for another cost center needs to be added, click the Add button again. After all hours have been entered, enter your PID in the box next to the Sign button. Click Sign when done. The example below displays a completed time sheet.

**Time Sheet**

**Quan, Francis**  
 ID : 1075 | Vacation : 84.50 | Illness : 167.56 | Schedule : Full | Status : Non-Exempt | Home Dept : 0001-0000  
 HR : The pay period for today's date is : 7/22/2007 to 8/4/2007  
 Messages : Your time sheet is due :  
 Time Sheet Status : Once you have completed this timesheet, you may click the Print Preview button to print it manually, or you may enter your PID in the box to the right to sign it electronically. If you sign it electronically, it will be automatically sent to your supervisor for approval.  
 Complete a Supervisor Review

Supervisor: Add Printer Friendly Version Sign

| Edit   | Pay Code    | Account               | Total | Sun, Jul 1 | Mon, Jul 2 | Tue, Jul 3 | Wed, Jul 4 | Thu, Jul 5 | Fri, Jul 6 | Sat, Jul 7 | Sun, Jul 8 | Mon, Jul 9 | Tue, Jul 10 | Wed, Jul 11 | Thu, Jul 12 | Fri, Jul 13 | Sat, Jul 14 | Rec No | Edit   |
|--|-------------|-----------------------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|--------|--|
| <a href="#">Edit</a><br><a href="#">Delete</a> | Regular     | School Based Services | 40.00 | 0          | 8.00       | 8.00       | 8.00       | 8.00       | 8.00       | 0          | 0          | 0          | 0           | 0           | 0           | 0           | 0           | 1      | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <a href="#">Edit</a><br><a href="#">Delete</a> | Regular     | Giant Steps Autism    | 40.00 | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 8.00       | 8.00        | 8.00        | 8.00        | 8.00        | 0           | 2      | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <a href="#">Edit</a><br><a href="#">Delete</a> | Crisis Team | School Based Services | 4.00  | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 4.00        | 0           | 0           | 0           | 0           | 3      | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <b>Totals</b>                                  |             |                       |       | <b>84</b>  | <b>0</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>0</b>   | <b>0</b>   | <b>8</b>   | <b>12</b>   | <b>8</b>    | <b>8</b>    | <b>8</b>    | <b>0</b>    |        |  |

JunctionWasatch WHSIS WASATCH\Fquan

This example shows an individual who has worked 80 hours of regular time (which includes a July 4<sup>th</sup> holiday) and 4 hours on the Crisis Team.

Most Wasatch employees do not work on holidays, so the entry for July 4<sup>th</sup> needs to be changed. Simply click once on the word Edit (left or right side of screen) to re-open a time line to make changes.

Notice the changes made on the next page include the addition of a line for Holiday Pay with hours recorded on July 4<sup>th</sup>. Holiday pay can only be recorded in your home department as identified in the box listing employee information. If you attempt to record holiday pay in a cost center other than your home cost center, you will be prevented from doing so and a message will appear telling you to use your home cost center.

Time Sheet - Microsoft Internet Explorer

Address: http://10.1.0.20/timesheet/whstimesheet.aspx

### Time Sheet

**Quan, Francis**

ID : 1075 | Vacation : 84.50 | Illness : 187.56 | Schedule : Full | Status : Non-Exempt | Home Dept : 0001-0000

HR: The pay period for today's date is :7/22/2007 to 8/4/2007

Messages: Your time sheet is due :

Time Sheet Status: Once you have completed this timesheet, you may click the Print Preview button to print it manually, or you may enter your PID in the box to the right to sign it electronically. If you sign it electronically, it will be automatically sent to your supervisor for approval.

Complete a Supervisor Review


Supervisor: Add Printer Friendly Version: Sign

| Edit   | Pay Code    | Account               | Total     | Sun, Jul 1 | Mon, Jul 2 | Tue, Jul 3 | Wed, Jul 4 | Thu, Jul 5 | Fri, Jul 6 | Sat, Jul 7 | Sun, Jul 8 | Mon, Jul 9 | Tue, Jul 10 | Wed, Jul 11 | Thu, Jul 12 | Fri, Jul 13 | Sat, Jul 14 | RecNo | Edit   |
|--|-------------|-----------------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------|--|
| <a href="#">Edit</a><br><a href="#">Delete</a> | Regular Pay | School Based Services | 32.00     | 0          | 8.00       | 8.00       | 0          | 8.00       | 8.00       | 0          | 0          | 0          | 0           | 0           | 0           | 0           | 0           | 1     | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <a href="#">Edit</a><br><a href="#">Delete</a> | Regular Pay | Giant Steps Autism    | 40.00     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 8.00       | 8.00        | 8.00        | 8.00        | 8.00        | 0           | 2     | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <a href="#">Edit</a><br><a href="#">Delete</a> | Crisis Team | School Based Services | 4.00      | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 4.00        | 0           | 0           | 0           | 0           | 3     | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <a href="#">Edit</a><br><a href="#">Delete</a> | Holiday Pay | Administration        | 8.00      | 0          | 0          | 0          | 8.00       | 0          | 0          | 0          | 0          | 0          | 0           | 0           | 0           | 0           | 0           | 4     | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <b>Totals</b>                                  |             |                       | <b>84</b> | <b>0</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>0</b>   | <b>0</b>   | <b>8</b>   | <b>12</b>   | <b>8</b>    | <b>8</b>    | <b>8</b>    | <b>0</b>    |       |  |

JunctionWasatch WHSIS WASATCH\quan

If the time sheet is for an employee who works at one of the facilities which is open 24 hours, 7 days a week, then entering 8 hours during a holiday is appropriate. However, after entering your PID and clicking Sign, a message box appears.

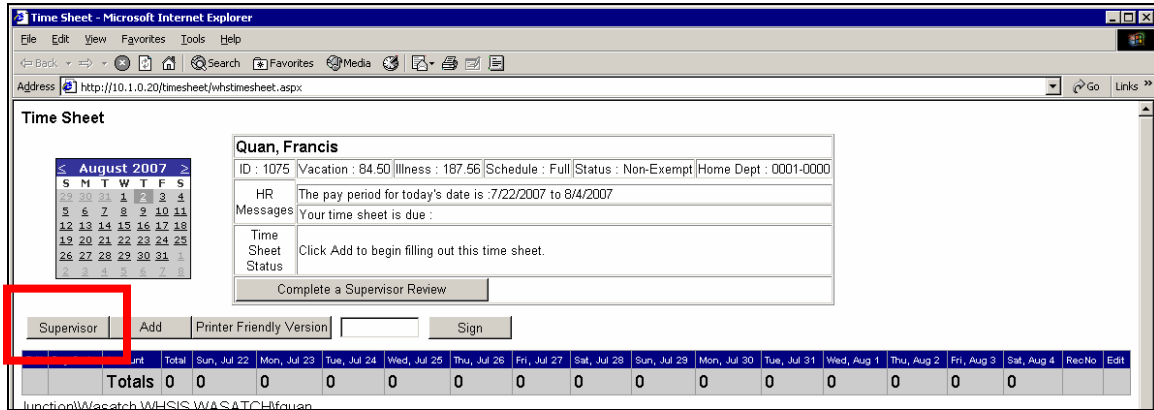
Microsoft Internet Explorer

 Your timesheet has a Pay Code other than HOLIDAY pay on the holiday. If this is intended, please sign your Time and Service again.

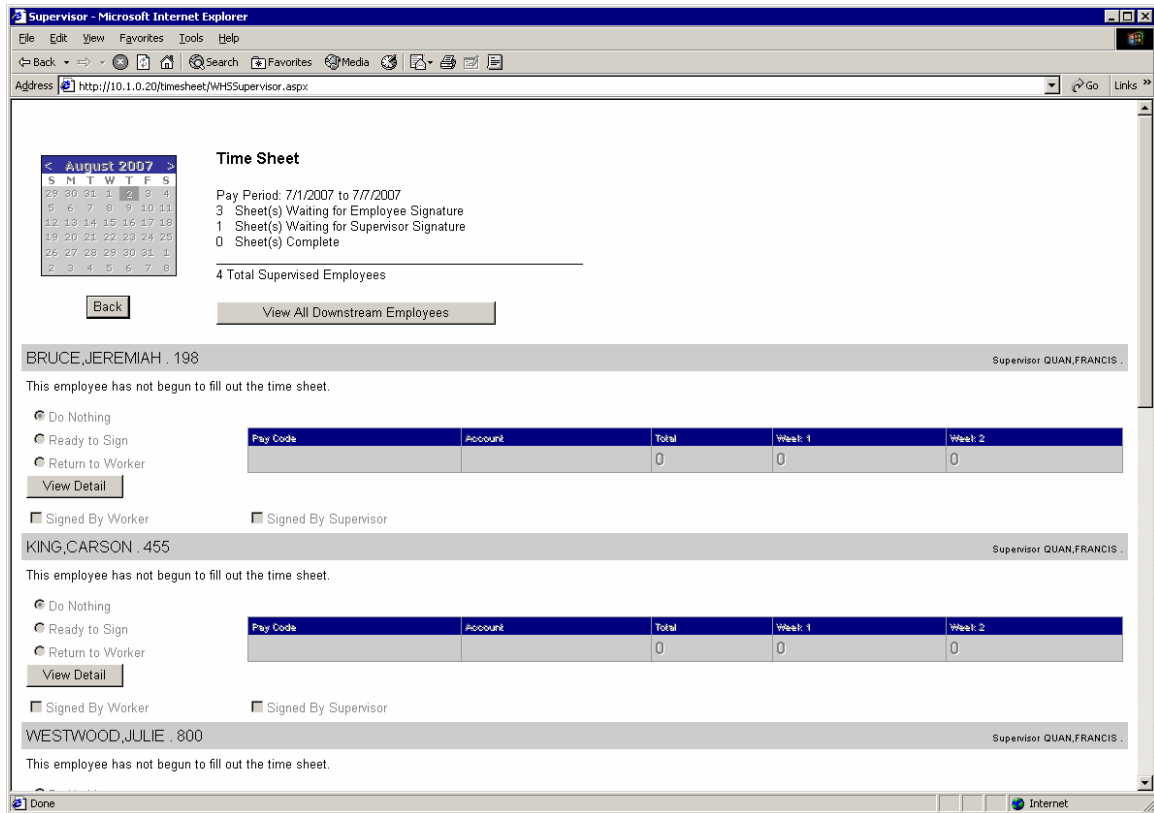
If you really did work a holiday, click the Ok button and re-enter your PID and click the Sign button. Clicking the Sign button sends the time sheet to the employee's manager or supervisor.

## Manager and Supervisor Review of Employee Time Sheets

To review employee time sheets, the supervisor will need to log on to the time sheet program. When the program appears, click the Supervisor button located on the left side of the screen.



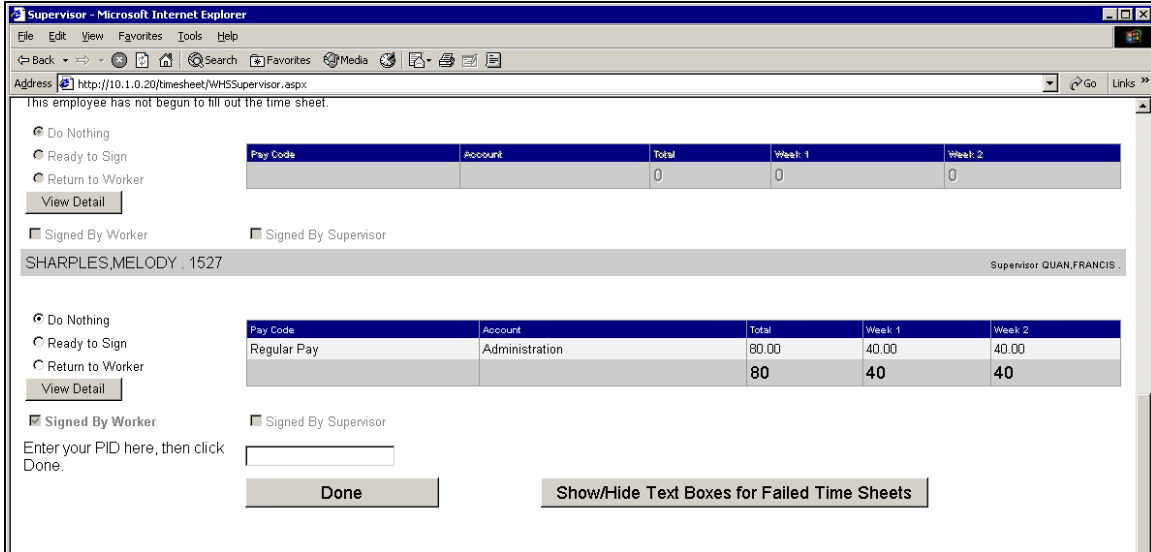
The screen will change and display all employees under a person's supervisory role. See below.



The top part of the page displays the pay period, number of employees who haven't submitted time sheets, number of employees who have submitted time sheets and are

waiting for a supervisor's signature, and the number of time sheets that have been completed.

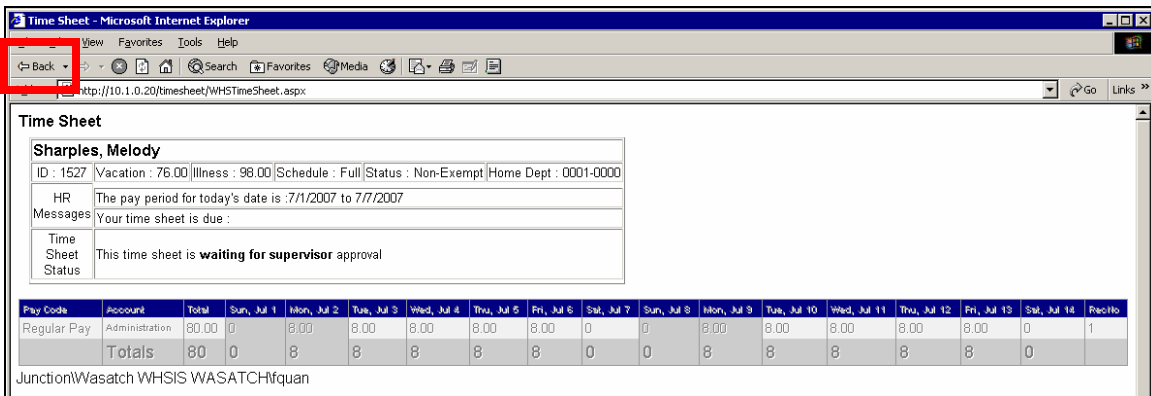
In the example below, Mel Sharples has completed her times sheet.



For each employee's time sheet, supervisors can do one of three things:

- Do Nothing
- Ready to Sign
- Return to Worker
- View Detail

Since the time sheet view on this screen is summarized, a supervisor can examine what was entered each day by clicking the View Detail button for the desired employee. This will display the employee's time sheet in Read-Only mode. Click the Back button to return to the supervisor view of all employees.



Because Mel recorded time on July 4<sup>th</sup>, her supervisor can use the Return to Worker selection to send the time sheet back for corrections. Click the Show/Hide Text Boxes

for Failed Time Sheets button to add a message when returning a time sheet. This will open up a message box. You will need to scroll to return to the desired employee.

SHARPLES, MELODY . 1527 Supervisor QUAN, FRANCIS .

Do Nothing  
 Ready to Sign  
 Return to Worker

| Pay Code    | Account        | Total     | Week 1    | Week 2    |
|-------------|----------------|-----------|-----------|-----------|
| Regular Pay | Administration | 80.00     | 40.00     | 40.00     |
|             |                | <b>80</b> | <b>40</b> | <b>40</b> |

Signed By Worker  
 Signed By Supervisor

Did you really work on July 4th or was this a mistake?

Enter your PID here, then click Done.

Click Done to send the time sheet back to the employee. A PID is not required at this point.

When Mel logs in to review her time sheet, she will see a message from her supervisor.

Time Sheet - Microsoft Internet Explorer

Address: http://10.1.0.20/timesheet/whstimesheet.aspx

**Time Sheet**

| Edit   | Pay Code    | Account        | Total     | Sun, Jul 1 | Mon, Jul 2 | Tue, Jul 3 | Wed, Jul 4 | Thu, Jul 5 | Fri, Jul 6 | Sat, Jul 7 | Sun, Jul 8 | Mon, Jul 9 | Tue, Jul 10 | Wed, Jul 11 | Thu, Jul 12 | Fri, Jul 13 | Sat, Jul 14 | RecNo | Edit   |
|--|-------------|----------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------|--|
| <a href="#">Edit</a><br><a href="#">Delete</a> | Regular Pay | Administration | 80.00     | 0          | 8.00       | 8.00       | 8.00       | 8.00       | 8.00       | 0          | 0          | 8.00       | 8.00        | 8.00        | 8.00        | 8.00        | 0           | 1     | <a href="#">Edit</a><br><a href="#">Delete</a> |
| <b>Totals</b>                                  |             |                | <b>80</b> | <b>0</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>8</b>   | <b>0</b>   | <b>0</b>   | <b>8</b>   | <b>8</b>    | <b>8</b>    | <b>8</b>    | <b>0</b>    |             |       |  |

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The message function on the time sheet is one-way, from supervisor to employee. If the entry is correct, Mel will need to notify her supervisor verbally or through email. She can then enter her PID and click the Sign button to return the time sheet to her supervisor.

The supervisor then clicks the Ready to Sign button next to each employee, enters their PID and clicks Done. See the image below.

SHARPLES, MELODY . 1527 Supervisor QUAN, FRANCIS .

This time sheet is complete.

Remove Sup Signature

| Pay Code    | Account        | Total     | Week 1    | Week 2    |
|-------------|----------------|-----------|-----------|-----------|
| Regular Pay | Administration | 80.00     | 40.00     | 40.00     |
|             |                | <b>80</b> | <b>40</b> | <b>40</b> |

Signed By Worker  
 Signed By Supervisor

Did you really work on July 4th or was this a mistake?

Enter your PID here, then click Done.

If a supervisor needs to remove their signature from a time sheet, click the button labeled Remove Sup Signature and then click the Done button.

SHARPLES,MELODY . 1527 Supervisor QUAN,FRANCIS .

**C Remove Sup Signature**

| Pay Code    | Account        | Total     | Week 1    | Week 2    |
|-------------|----------------|-----------|-----------|-----------|
| Regular Pay | Administration | 80.00     | 40.00     | 40.00     |
|             |                | <b>80</b> | <b>40</b> | <b>40</b> |

Signed By Worker       Signed By Supervisor

Enter your PID here, then click Done.

## Signing Employee Time Sheets when a Supervisor is Gone

If a supervisor is not available to sign an employee's time sheet, the supervisor's manager has rights to sign off on time sheets. In the following scenario, Francis Quan manages Julie Westwood. Julie supervises Mel Sharples.

When Francis clicks the Supervisor button on his time sheet, he sees Jeremiah, Carson, Julie.

The screenshot shows a web browser window titled "Supervisor - Microsoft Internet Explorer" with the address "http://10.1.0.20/timesheet/NHSSupervisor.aspx". The main content area is titled "Time Sheet" and includes a calendar for August 2007. Below the calendar, there is a summary of time sheets for the pay period 7/1/2007 to 7/7/2007: 3 sheets waiting for employee signature, 0 waiting for supervisor signature, and 0 complete. A "View All Downstream Employees" button is highlighted with a red box. Below this, three employees are listed: BRUCE, JEREMIAH (198), KING, CARSON (455), and WESTWOOD, JULIE (80). Each employee entry includes a "View Detail" button and a "Signed By Supervisor" checkbox. The "View this employee's workers" button next to Julie Westwood's name is also highlighted with a red box.

Because Julie is Mel's supervisor, Mel doesn't appear on Francis' screen. However, if Francis needs to sign Mel's time sheet, in Julie's absence, all he needs to do is click the View this Employee's Workers button (next to Julie's name) to display Mel's timesheet.

If a program manager has multiple supervisors and wishes to see every employee in their program, all they need to do is click the View All Downstream Employees button near the top of the screen. The higher a person is on the management chain of command, the more employees this person will see when they click the View All Downstream Employees button. The Executive Director for Wasatch can use this button to view every employee at Wasatch.