

The New Time Sheet will be implemented April 24, the first day of bi-weekly payroll period 10.

Current vs New

The current Time Sheet lists Details below the Time Sheet dates and lists the summary or Totals towards the right.

Time Sheet

10	11	12	13	14	15	16	10 - 16 APRIL 2023	
MON	TUE	WED	THU	FRI	SAT	SUN		
8:00	8:00							
8:00	8:00	8:00	8:00	8:00				
8	8							
6								
4								
2								
0								

Total Hours: 16:00
Regular hours: 16:00

» Status: System generated. Automatic submission pending.

DETAILS

Allocated Hours

Time Type: Working Time	Duration: 8 : 00	Cost Override: No Selection	Comments:
Time Type: Working Time	Duration: 0 : 00	Cost Override: No Selection	

+ Add Absence

Current Time Sheet

Cancel Save

The new timesheet is the opposite. Details are towards the right, and the summary is listed towards the bottom.

Time Sheet for Apr 10 – 16, 2023

Planned Working Time: 40 hr 00 min Recorded Working Time: 10 hr 00 min Status: To be Submitted

Days (7) Summary

Day	Planned Time	Recorded Time	Recordings
Monday, Apr 10 (Today)	8 hr 00 min	10 hr 00 min	1 1 >
Tuesday Apr 11	8 hr 00 min	0 hr 00 min	>
Wednesday Apr 12	8 hr 00 min	0 hr 00 min	>
Thursday Apr 13	8 hr 00 min	0 hr 00 min	>
Friday Apr 14	8 hr 00 min	0 hr 00 min	>
Saturday Apr 15	0 hr 00 min	0 hr 00 min	>
Sunday Apr 16	0 hr 00 min	0 hr 00 min	>

Summary

Time Valuation Results: Regular: 10 hr 00 min Call Back Prem Pay: 2 hr 00 min

On-Call Times: Call Back: 2 hr 00 min

Mon, April 10, 2023 (Today)

Planned Working Time: 8 hr 00 min Day Model: 8-Hr Day Recorded Working Time: 10 hr 00 min

Working Times (1): Working Time: 10 hr 00 min

On-Call Times (1): Call Back: 2 hr 00 min

Absences (0): No absences recorded

Save Cancel

The most important detail to remember is to click SAVE after every time entry so it is recorded properly.

New Items

The two-month calendar is a new addition to the Time Sheet. Benefits of the calendar include:

- You can easily view past Time Sheets, Purdue holidays, absences (flow from Time Off Request Tile)
- Just click the day to open the Time Sheet for that week.

