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.

Current Time Sheet

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

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.