

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

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

» Status
System generated. Automatic submission pending.

DETAILS

Allocated Hours

| Time Type | Duration | Cost Override | Comments |
|--------------|----------|---------------|----------|
| Working Time | 8 : 00 | No Selection | |
| Working Time | 0 : 00 | 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 | On-Call Times |
|------------------------|------------------------|
| Regular: 10 hr 00 min | 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) Record
Working Time 10 hr 00 min

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

Absences (0) Create
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.

Calendar

Tue, April 11, 2023
(Today)

Recording Overview

Select a date in the calendar to see the associated time sheet. X

March 2023

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 9 | | | | 1 | 2 | 3 | 4 |
| 10 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 12 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 13 | 26 | 27 | 28 | 29 | 30 | 31 | |

April 2023

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 13 | | | | | | | 1 |
| 14 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 17 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 18 | 30 | | | | | | |

On-Call Times

Call Back:
2 hr 00 min

☐ Today
☒ Selected
☐ Working Day
☐ Non-Working Day
☒ Public Holiday
☐ Full-Day Absence
☐ Attention Required