

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO ENTER TIMESHEET – AIDES

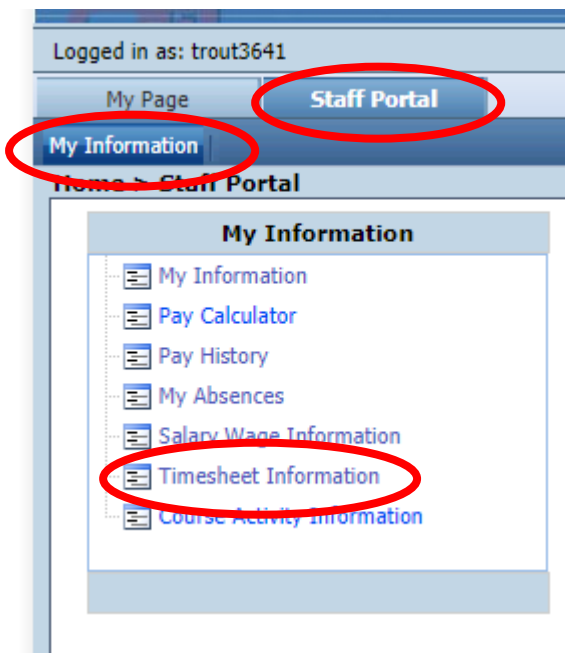
If you need assistance to login, please see: **How to login to the New Staff Portal**

HOW TO ENTER A TIME SHEET:

The Learning Guide will review:

- How to Access your Time Sheet Information for Entry
- How to Complete your Time Sheet
- How to Access your Time Sheet History

1. Click the Staff Portal
2. Click the My Information Tab
3. Click the Timesheet Information



The Timesheet Entry tab displays any timesheets you have been given access to complete.

The example below is a timesheet needed for Payroll Processing. Make sure that all timesheets are completed by their ***due*** date. The Complete by date and Days remaining are also provided in the grid for your information. The name of the Timesheet, Pay Date and Pay Period information displays for you to aid in selecting the correct timesheet. The Status identifies the status of each timesheet with Not Found representing that you have not yet started entering time.

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Timesheet	Pay Date	Pay Period	Status	Complete by	Days Remaining	Needed for
Aides Hourly Time Sheet	08/10/2018	7/15/2018-7/28/2018	Not Found	07/30/2018	5	Payroll Processing
Aides Hourly Time Sheet	07/27/2018	7/1/2018-7/14/2018	Not Found	07/18/2018	-7	Payroll Processing

Click on the Timesheet name, which will be shown as a link represented by [blue text](#). This will direct you to the Timesheet you have selected. Depending upon how your timesheet was set up you could see different options for entering your time and have different values available to you in the Type field to select from. Your timesheet may or may not include absence-recording options as well.

Timesheet: [Aides Hourly Time Sheet](#) Pay Period: 07/15/2018 - 07/28/2018 Pay Date: 08/10/2018

This Timesheet must be completed prior to: 07/30/2018

Job Title	Location	Supervisor	Regular Hours
Aide	Mifflinburg Elementary	Karen K Shaffer	5.50

Minimum minute increment allowed: 15 Total: 0.00 Hours Complete:

You will see when your time sheet is due. **It is your responsibility to complete your time sheet on time.** If you miss the complete date, it will need to be added to the next available time sheet and next pay period.

Entering your work information on your timesheet:

The majority of the time being recorded on a timesheet will be time for work. Each date that you work that you need to enter time for should be designated with the Type value of **WORK**.

When your timesheet does have In Time and Out Time fields you can click in the time field and select the closest time value that is accurate for your in or out time and if needed after selecting the value you can edit the value for minute changes as needed.

NOTE: Your employer has identified acceptable increments and you will have a validation error if payment is made in 15 minute increments and either your in or out time calculates to less than 15 minute value for that date.

When your timesheet has one in and out time you will also have a Break field. This may be defaulted to a value like 30 minutes or may require you to enter





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your break time minutes within the In and Out Times you entered for that date to calculate the total hours worked for that day.

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
07/16/2018	<i>Mon</i>	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
07/17/2018	<i>Tue</i>	Work	Aide (ME-Mifflinburg Elementary)	--:-- --	--:-- --	30			

Add Row Option:

If you need to record more than one Job Title being worked on a single day and your timesheet by default does not contain 2 records per date, use the sign available on the left side of the date. This will add another record for that date.

	07/16/2018	<i>Mon</i>	--Select--	Aide (ME-Mifflinburg Elementary)	--:-- --	--:-- --				
	07/17/2018	<i>Tue</i>	--Select--	Aide (ME-Mifflinburg Elementary)	--:-- --	--:-- --				

Duplicate Option:

The Day value that displays is blue and italicized to represent that you can click on this value. When selected, a message box will display asking you if you want to duplicate the selected row. If you see this message, you can continue and select OK.

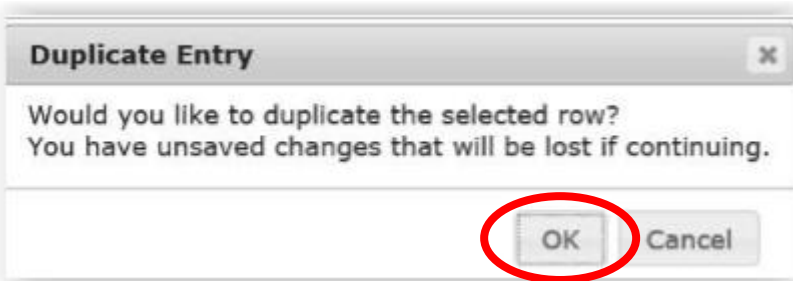
Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
07/16/2018	<i>Mon</i>	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
07/17/2018	<i>Tue</i>	Work	Aide (ME-Mifflinburg Elementary)	--:-- --	--:-- --	30			

Duplicate Entry ✕

Would you like to duplicate the selected row?

If you see the message shown below, you need to select Cancel and then Save your changes and reselect the record you want to duplicate.

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Selecting OK will take you to this screen to identify one or more dates that you want to replicate the selected records time for. The record that will be duplicated displays at the top. Check the boxes on the left to identify which records she be updated the same way.

<input type="checkbox"/>	Date	Day	Type	Job Title	Location	In
<input type="checkbox"/>	07/17/2018	Tue		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/18/2018	Wed		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/19/2018	Thu		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/20/2018	Fri		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/23/2018	Mon		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/24/2018	Tue		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/25/2018	Wed		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/26/2018	Thu		Aide	Mifflinburg Elementary	
<input type="checkbox"/>	07/27/2018	Fri		Aide	Mifflinburg Elementary	

Select the **Save & Close** button at the bottom of the Duplicate Timesheet Entry screen shown above and you will be returned to your Timesheet record with the dates you selected updated with all of the in and out values from the original record. Update them individually if adjustments are needed and save your changes.

	Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
<input checked="" type="checkbox"/>	07/16/2018	Mon	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/17/2018	Tue	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/18/2018	Wed	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/19/2018	Thu	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/20/2018	Fri	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/23/2018	Mon	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/24/2018	Tue	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/25/2018	Wed	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/26/2018	Thu	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		
<input checked="" type="checkbox"/>	07/27/2018	Fri	Work	Aide (ME-Mifflinburg Elementary)	09:00 AM	03:00 PM	30	5.50		

Save

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The Total of the units that were saved display in the top section of the timesheet for you to verify. **When you are done making changes to your timesheet, check the box marked Complete.**

Timesheet: Aides Hourly Time Sheet Pay Period: 07/15/2018 - 07/28/2018 Pay Date: 08/10/2018

This Timesheet must be completed prior to: 07/30/2018

Job Title	Location	Supervisor	Regular Hours
Aide	Mifflinburg Elementary	Karen K Shaffer	5.50

Minimum minute increment allowed: 15 **Total: 55.00 Hours** **Complete:**

When all of the information has been accurately entered into your timesheet and you select the **Complete**: checkbox your screen will look like this:

Timesheet Entry

Name: Macy J Accor ID: 19 Class: DRIVER
 Timesheet: CSIU Hourly Pay Period: 10/30/2017 - 11/12/2017 Pay Date: 11/17/2017

This Timesheet must be completed prior to: 11/15/2017

Job Title	Location	Supervisor	Regular Hours
DRIVER	JOHN S. CLARKE ELEMENTARY CTR	Addison L Nesbit	5.00

Total: 48.50 Hours Complete: 11/14/2017 3:56:55 PM

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
10/30/2017	Mon	Absent	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)				5.00	SISU	
10/31/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/01/2017	Wed	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/02/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/03/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/04/2017	Sat		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						
11/05/2017	Sun		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						
11/06/2017	Mon	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/07/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/08/2017	Wed	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/09/2017	Thu	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	1:00 PM	30	3.50		
11/10/2017	Fri	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	9:00 AM	2:30 PM	30	5.00		
11/11/2017	Sat		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						
11/12/2017	Sun		DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)						

The editable grids are removed and the information displays as just informational values. You can mouse over the icons to see the information related to notes and absences.

If you find an error on your timesheet after you marked it as completed and the current date is still prior to the date showing in red, you will be able to remove the checkmark from the Complete box and be able to update the timesheet again. If the current date is not prior to the date in red you will need to notify your supervisor and they may be able to address the error as long as it is related to information that exists for a date. If nothing was entered for a date, your supervisor is not able to add information to your timesheet.

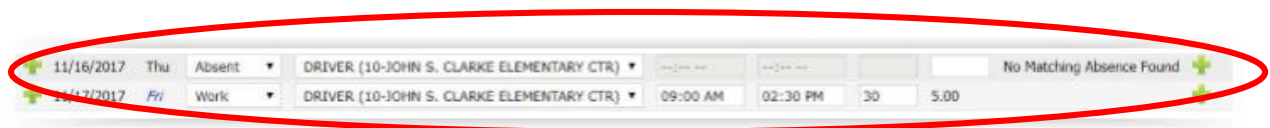
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Entering Absences:

To record taking paid time off on your timesheet the request must be entered first. If your request has not yet been approved, it will still allow you to enter and save the necessary information. If your request is denied you cannot identify the Type for that day as **Absent** and still be paid, you will need to update your timesheet to Type of **Work** and work that day or remove the Type and Unit information.

If the absence was unexpected and not yet entered by you or HR staff, you can use the Request Absence button on the upper right side of your timesheet to submit the request.

For Example. You were sick and it was not a planned absence. You login to update your timesheet to show you were sick on Wednesday but it will not allow you to save the Type of **ABSENT** and with your hours because a message displays stating "No Matching Absence Found" and you will not be able to save that change.



Click on the Request Absence button, enter your date as a sick day absence, and then return to the timesheet to select the Type of **Absent**. This time the system will see you have an absence requested for that date and allow you to enter the number of hours to be paid on that date for that absence. The In and Out Time fields will be disabled but the Total field for that date will become enabled. If you normally work an 5.50 hour day you would enter 5.50 into the new field

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
11/13/2017	Mon	Absent	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)					SISU	
11/14/2017	Tue	Work	DRIVER (10-JOHN S. CLARKE ELEMENTARY CTR)	09:00 AM	02:30 PM	30	5.00		

The icon to the right of the absence will display the details of the absence recorded. **If you worked part of the day and took an absence for the other part of the day you would need to add a second record for that date and identify the time spent working on one record and the total amount of time absent on the other record.**

Use the **Add** button to add the additional record for the date or if you have a green sign to the left of the date, select the + sign to add the additional record for the selected date.

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Date	Day	Type
1/13/2017	Mon	Absent
11/14/2017	Tue	Work

If we have days off for break or weather, you will leave that entire line blank. Nothing needs to be added. Leave the work type as SELECT no hours in or out.



+ 03/30/2018	Fri	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
+ 04/02/2018	Mon	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--

If you have exhausted all your benefit accrual days and you need to have a day off, you **STILL MUST** enter that under My Absence as a **NO PAY DAY**. It must be recorded, however, on your time sheet, you will remove where it has ABSENCE and replace with the **SELECT** button as showing above (no time in or out). If you would like to enter NO PAY in the note section that would be fine.

Entering Note information:

Notes are mostly used for documentation purposes. This information may be useful for your supervisor when they are reviewing your timesheet to see exactly what is being approved especially when work is being done outside of normal hours. Use the notes information by selecting the + sign under the Notes heading and entering in the information related to that date.



If you are working more than your regularly assigned time, you need to enter into the Note box what you were doing.

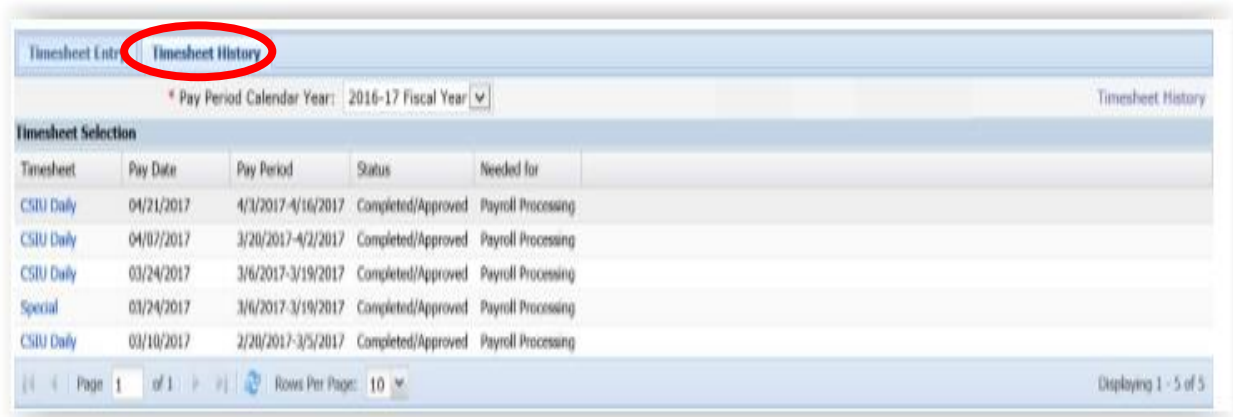
Timesheet History:

Timesheet information remains on the Timesheet Entry tab until the pay date at which point all timesheets that were completed are moved to the Timesheet History tab for historical reference.

Timesheet history is the second tab on the menu option Timesheet information and automatically displays the records found for the current year based on the Pay Period calendar year. Most calendars will be set up based on the Fiscal year of pay dates falling within the 7/1 -6/30. When prior years of Timesheet History information is found you can update the default value to display prior year's

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history. You can use the [Timesheet History](#) report option to see a fiscal year range of all of your timesheets. To create a report with only one pay dates information on it, select that Timesheet and pay date.



* Pay Period Calendar Year: 2016-17 Fiscal Year

Timesheet	Pay Date	Pay Period	Status	Needed for
CSIU Daily	04/21/2017	4/3/2017-4/16/2017	Completed/Approved	Payroll Processing
CSIU Daily	04/07/2017	3/20/2017-4/2/2017	Completed/Approved	Payroll Processing
CSIU Daily	03/24/2017	3/6/2017-3/19/2017	Completed/Approved	Payroll Processing
Special	03/24/2017	3/6/2017-3/19/2017	Completed/Approved	Payroll Processing
CSIU Daily	03/10/2017	2/20/2017-3/5/2017	Completed/Approved	Payroll Processing

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The [Timesheet Report](#) link will provide information on the selected Timesheet information. The [Timesheet History](#) report link is also available for selection from this screen to include the full fiscal year of timesheets. When icons are displayed, mouse over them to display the information found for that record like the example below shows a note was entered on the 4/8/17 date.

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Timesheet History										
Name: Mario E Hemrick		ID: 1247		Class: CLER						
Timesheet: CSTU Hourly		Pay Period: 04/03/2017 - 04/16/2017			Pay Date: 04/21/2017			Timesheet Report		
Complete: <input checked="" type="checkbox"/> 4/7/2017 10:05:13 AM		Total: 78.50 Hours			Approved By: Jacki Hemrick 4/13/2017 11:37:24 AM			Timesheet History		
Date	Day	Approved by	Type	In	Out	Break	Total	Absence	Notes	
04/03/2017	Mon	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/04/2017	Tue	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/05/2017	Wed	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/06/2017	Thu	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/07/2017	Fri	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/08/2017	Sat	Jacki Hemrick	Work	1:00 PM	5:00 PM	0.5	3.50			
04/09/2017	Sun	Jacki Hemrick					0.00			
04/10/2017	Mon	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/11/2017	Tue	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/12/2017	Wed	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/13/2017	Thu	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/14/2017	Fri	Jacki Hemrick	Work	7:30 AM	3:30 PM	0.5	7.50			
04/15/2017	Sat	Jacki Hemrick					0.00			
04/16/2017	Sun	Jacki Hemrick					0.00			