

MIFFLINBURG AREA SCHOOL DISTRICT
EMPLOYEE HOW TO ENTER TIMESHEET – FOOD SERVICE

If you need assistance to login, please see: **How to login to the New Staff Portal**. If you need help login on to a district computer, please contact either Taylor Walter at twalter@mifflinbur.org or Tammy Bollinger at tbollinger@mifflinburg.org. Your district logon to the computer is not the same as your FIS logon.

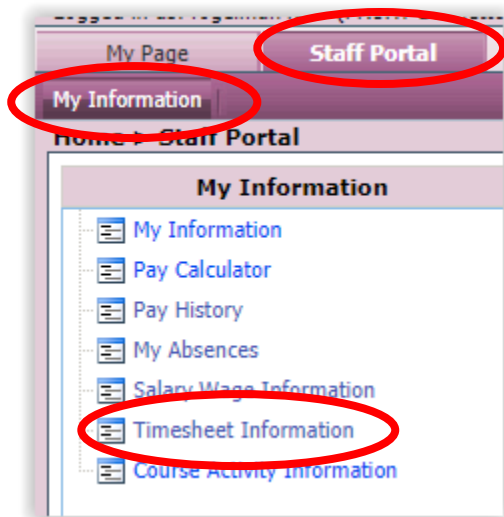
Your username for FIS is your last name + last four of SS# (smith1234). If you are locked out the of the FIS and employee portal, please contract Brenda Fogelman at bfogelman@mifflinburg.org. Please write down your password. No one can see your password, it is up to you to take care of.

HOW TO ENTER A TIME SHEET:

The Learning Guide will review:

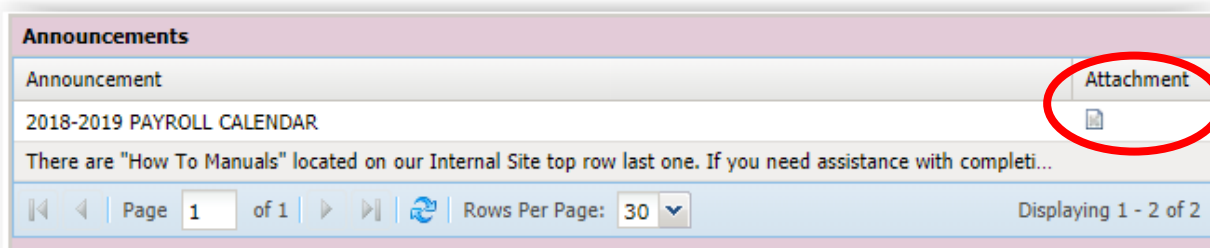
- How to Access your Time Sheet Information for Entry
- How to Complete your Time Sheet
- How to Access your Time Sheet History

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



It is the employee's responsibility to make sure that all timesheets are completed by their **due** date. There is a current payroll calendar that you can access under the announcements. This calendar is color coded so there is no question as to when your timesheet is due. If you have questions about this calendar please see your immediate supervisor.

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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:

- **Not Found** Status identifies that you have not yet started entering time.
- **Active** Status identifies that you opened the time sheet but have not submitted it for approval.
- **Completed/Awaiting on Approval** Status identifies that you successfully submitted your time sheet to your supervisor.
- **Completed/Approved** Status identifies that your supervisor has approved your time sheet and payroll has it. Please note, supervisors have different approval dates that is after your submitted date.

The first tab is Timesheet Entry, this is where your current timesheet is located. Timesheet History tab will be explained later in this guide.

From the Timesheet Entry tab you will see everything you need to know to successfully submit your time sheet. The pay date, pay period, status and when needs completed by.

Timesheet Entry Timesheet History

Timesheet Entry Disclaimer

Timesheet Approval Disclaimer Message

Timesheet Selection

Timesheet	Pay Date	Pay Period	Status	Complete by	Days Remaining	Needed for
Food Service Time Sheet	07/13/2018	6/17/2018-6/30/2018	Not Found	07/06/2018	-4	Payroll Processing

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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. Your timesheet may or may not include absence-recording options as well.

Timesheet Entry		Timesheet History				
Timesheet Entry Disclaimer						
Timesheet Approval Disclaimer Message						
Timesheet Selection						
Timesheet	Pay Date	Pay Period	Status	Complete by	Days Remaining	Needed for
Food Service Time Sheet	07/13/2018	6/17/2018-6/30/2018	Not Found	07/06/2018	-4	Payroll Processing
Page 1 of 1 Rows Per Page: 10						

You will see when your time sheet is **due**. If you can complete your timesheet Friday before you leave work that would be great. If you prefer to do it from home, that is fine also but it needs to be submitted by Monday. This is **your** responsibility to complete on time. If your time sheet is not submitted on time, it will not be included in the current payroll. Payroll is already set up for the entire year and it is in 2 week increments.

Timesheet Entry			
Name: <input type="text"/>	ID: <input type="text"/>	Class: Food Service	
Timesheet: Food Service Time Sheet	Pay Period: 07/01/2018 - 07/14/2018	Pay Date: 07/27/2018	
This Timesheet must be completed prior to: 07/16/2018			
Job Title	Location	Supervisor	Regular Hours
Food Service	Middle School	Lois E Roth	<input type="text"/>

Entering your work information on your timesheet:

Your timesheet is referenced as a grid when you see it like this.

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
07/01/2018	Sun	--Select--	Food Service (MS-Middle School)	--:--	--:--				+
07/02/2018	Mon	--Select--	Food Service (MS-Middle School)	--:--	--:--				+

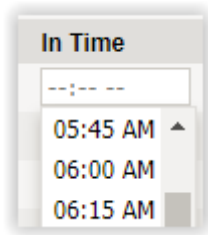
From the select drop down there are 2 choices:

- Work
- Absent

Job Title (Location) will auto fill based on where you are assigned.

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.

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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.

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 the same date. This will need to be used if you are working special events on the same day as a normal work day. If you are working a special event, please make sure you click on the green “+” on the far right and enter a note as to what you are entering extra time for.

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
	07/01/2018	Sun	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			
	07/02/2018	Mon	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
	07/01/2018	Sun	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			
	07/02/2018	Mon	Work	07:00 AM	02:00 PM	30	6.50		
	07/02/2018	Mon	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --	0		

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.

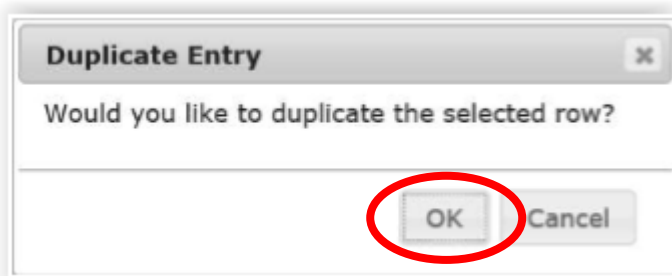
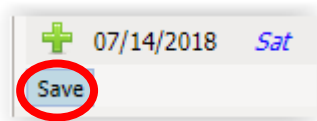
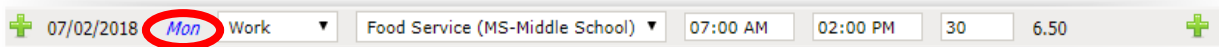


If you are working more than your regularly assigned time, you need to enter into the Note box what you were doing.

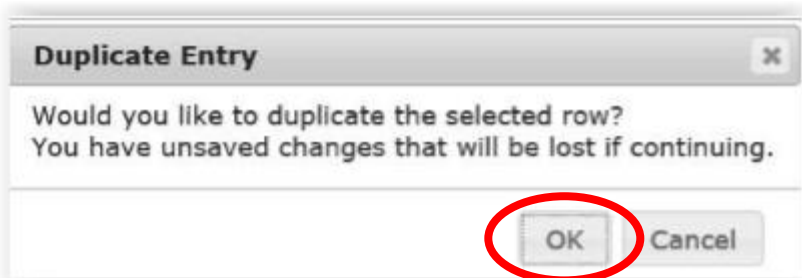
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Duplicate Option:

You may copy your time easily if you work the same hours every day in the pay cycle. The first day you want to duplicate (usually Monday), enter your time, then click save at the bottom left hand corner. 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.



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.



Selecting OK will take you to this screen to identify one or more dates that you want to replicate the selected records time. The record that will be duplicated displays at the top. Check the boxes on the left to identify which records should be updated the same way. (Usually will not include Saturday or Sunday, if you click the box next to the date, it will auto check all days, just unclick Saturdays and Sundays)

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Date	Day	Type	Job Title	Location	In	Out	Break	Total	Absence
07/02/2018	Mon	Work	Food Service	Middle School	7:00 AM	2:00 PM	0.5	6.50	
<input type="checkbox"/>	07/01/2018	Sun	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/03/2018	Tue	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/04/2018	Wed	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/05/2018	Thu	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/06/2018	Fri	Food Service	Middle School				0.00	
<input type="checkbox"/>	07/07/2018	Sat	Food Service	Middle School				0.00	
<input type="checkbox"/>	07/08/2018	Sun	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/09/2018	Mon	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/10/2018	Tue	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/11/2018	Wed	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/12/2018	Thu	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/13/2018	Fri	Food Service	Middle School				0.00	
<input checked="" type="checkbox"/>	07/14/2018	Sat	Food Service	Middle School				0.00	

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 type="checkbox"/>	07/01/2018	Sun	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			<input type="checkbox"/>
<input type="checkbox"/>	07/02/2018	Mon	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/03/2018	Tue	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/04/2018	Wed	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/05/2018	Thu	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/06/2018	Fri	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/07/2018	Sat	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			<input type="checkbox"/>
<input type="checkbox"/>	07/08/2018	Sun	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			<input type="checkbox"/>
<input type="checkbox"/>	07/09/2018	Mon	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/10/2018	Tue	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/11/2018	Wed	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/12/2018	Thu	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/13/2018	Fri	Work	Food Service (MS-Middle School)	07:00 AM	02:00 PM	30	6.50	<input type="checkbox"/>
<input type="checkbox"/>	07/14/2018	Sat	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --			<input type="checkbox"/>

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The Total of the units that 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 Entry

Name:
ID:
Class: Food Service

Timesheet: Food Service Time Sheet
Pay Period: 07/01/2018 - 07/14/2018
Pay Date: 07/27/2018

This Timesheet must be completed prior to: 07/16/2018

Job Title	Location	Supervisor	Regular Hours
Food Service	Middle School	Lois E Roth	6.50

Minimum minute increment allowed: 15
Total: 65.00 Hours
Complete:

When all of the information has been accurately entered into your timesheet and you select the **Complete (a checkmark will appear in the box)**. Your screen will look like this:

Timesheet Entry

Name:
ID:
Class: Food Service

Timesheet: Food Service Time Sheet
Pay Period: 07/01/2018 - 07/14/2018
Pay Date: 07/27/2018

This Timesheet must be completed prior to: 07/16/2018

Job Title	Location	Supervisor	Regular Hours
Food Service	Middle School	Lois E Roth	6.50

Minimum minute increment allowed: 15
Total: 65.00 Hours
Complete: 7/10/2018 8:45:48 PM

Date	Day	Type	Job Title (Location)	In Time	Out Time	Break	Total	Absence	Note
07/01/2018	Sun		Food Service (MS-Middle School)						
07/02/2018	Mon	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/03/2018	Tue	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/04/2018	Wed	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/05/2018	Thu	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/06/2018	Fri	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/07/2018	Sat		Food Service (MS-Middle School)						
07/08/2018	Sun		Food Service (MS-Middle School)						
07/09/2018	Mon	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/10/2018	Tue	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/11/2018	Wed	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/12/2018	Thu	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/13/2018	Fri	Work	Food Service (MS-Middle School)	7:00 AM	2:00 PM	30	6.50		
07/14/2018	Sat		Food Service (MS-Middle School)						

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 have any.

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. You must then reapprove it by checking the complete box.

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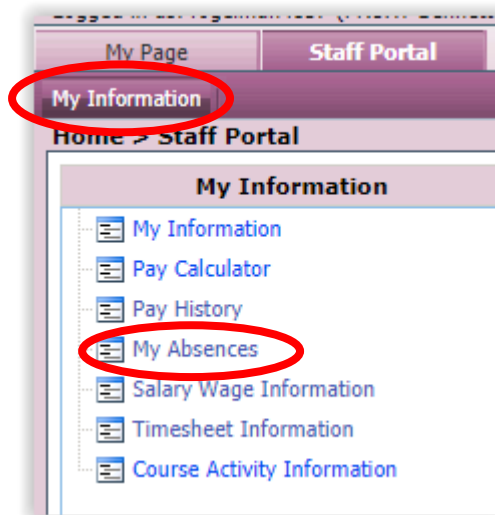
If the current date is after the date in red you will need to notify your supervisor and they may be able to address the error as long as it is related to information that exists for a date. If nothing was entered for a date, your supervisor is not able to add information to your timesheet.

Entering Absences:

If you need to take any day off from your current pay sheet, you can request time off one of two ways.

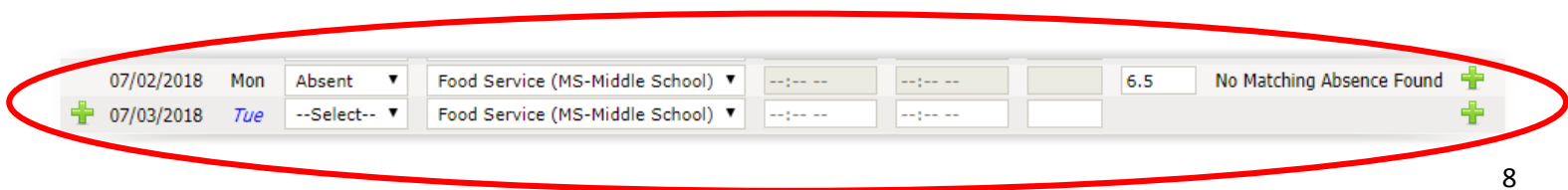
1. Thru the My Absences link from your My Information Tab, which is the best way to request off.

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.



2. The absence was unexpected and not yet entered by you thru My Absences tab, 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.



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➤ Click on the Request Absence button

Timesheet Entry

Name: [] ID: [] Class: Food Service Request Absence

Timesheet: Food Service Time Sheet Pay Period: 07/01/2018 - 07/14/2018 Pay Date: 07/27/2018 [Timesheet Report](#)

- Use the drop down box and choose the ABSENCE you are requesting
- Enter your date of benefit accrual day, if more than one consecutive day, you can enter the end day and record it all at the same time.
- Select the units, there only 2 choices (1) for whole day or (.50) for half day. If choosing ½ day, use the drop down box for either AM or PM.
- Job Title will auto populate.
- If you wish to enter a note in the Staff note, just type in the box.
- 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 hour day you would enter 5 into the new field.

Absence Entry

Name: [] ID: [] Hire Date: []

* Absence: --Select--

* Start: 07/10/2018 End: []

* Units: --Select-- AM/PM: --Select--

* Job Title: Food Service (MS-Middle School)

Staff Note: []

Save Cancel

07/02/2018	Mon	Absent	Food Service (MS-Middle School)	--:--	--:--		6.5	[]	+
07/03/2018	Tue	--Select--	Food Service (MS-Middle School)	--:--	--:--			[]	+

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.

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

If you are working ½ day, you will need to use the “+” sign to add the additional record for the selected date. The first line will be the WORK line, enter the time you worked. The second line

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will be the ABSENT line, only enter the total of hours to be paid for. No time in or out need to be recorded.

	07/02/2018	Mon	Work	Food Service (MS-Middle School)	07:00 AM	10:15 AM	0	3.25				
	07/02/2018	Mon	Absent	Food Service (MS-Middle School)	--:-- --	--:-- --		3.25	No Matching Absence Found			

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.

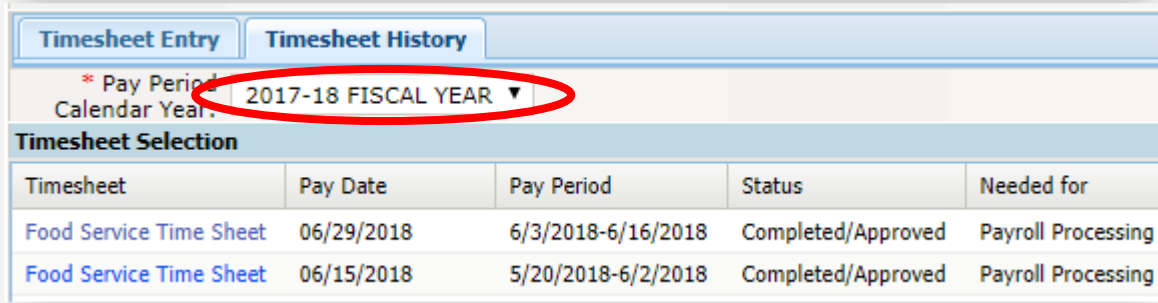
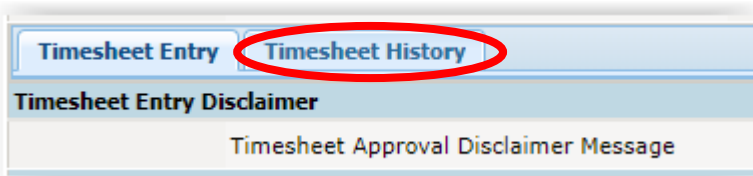
	07/02/2018	Mon	--Select--	Food Service (MS-Middle School)	--:-- --	--:-- --						
--	------------	-----	------------	---------------------------------	----------	----------	--	--	--	--	--	--

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.

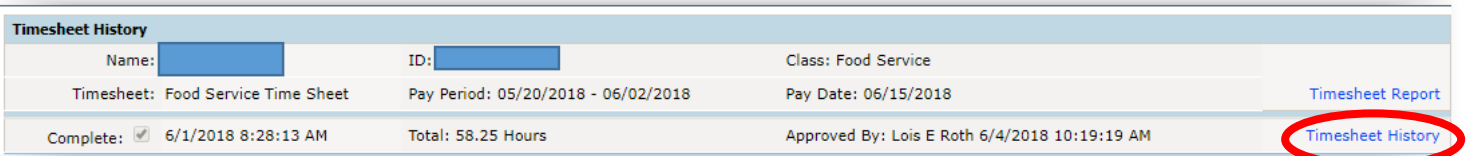
Timesheet History:

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 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.

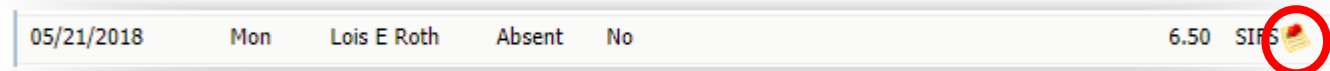
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The [Timesheet History](#) link will provide information on the selected Timesheet information. The [Timesheet History](#) report link is also available for selection from this screen to include the full fiscal year of timesheets.



When icons are displayed, mouse over them to display the information found for that record.



The [Timesheet Report](#) link will provide information on the selected Timesheet information.

