1. Look at the working days in the pay period and determine the number of regular work hours you should report (work days times 8 hours times FTE).

2. Find a Monday and enter it as a holiday (Memorial Day, Labor Day) and **SAVE**.

3. Are there any work days prior to the Monday holiday? Enter work hours for those days and **SAVE**.

4. Enter Tuesday following the holiday as a work day and **SAVE**.

5. Pretend you worked on the holiday, add 3 ½ work hours to the holiday, adding quarter hour (.25) increments for each 15 minutes worked, and **SAVE**.

6. Are there any work days prior to the Monday holiday? Enter work hours for those days and **SAVE**.

7. Use the Preview feature to view your time sheet in progress. Do you have only work and holiday lines? Are the totals correct?

8. Enter the Wednesday-Friday as individual work days and **SAVE**.

9. Enter the following Monday-Wednesday as Vacation, using the **COPY** feature.

10. Enter Thursday as a *SICK* day and **SAVE**.

11. Complete the period with work days using the **COPY** feature.

12. Use the **PREVIEW** feature to verify you have completed the pay period with the correct number of work and leave hours.

13. User the browser print feature to **view** a print version of the time sheet; then close the print window.

14. Pretend you have too many errors to correct and **RESTART** your time sheet. Go back and re-enter this exercise, and when you reach this step 14 the second time, skip it!!

15. If you are content with your timesheet, you are ready to **SUBMIT** it to your approver.

NOTE: You can practice and **RESTART** your timesheet several times before you finally submit it to your approver—just remember to submit it before your department deadline!!