

## Employees Practice Sheet for Web Time Entry

Use this exercise to learn different options for operating your online timesheet, including a “practice” submit to your approver, expecting them to return it to you to enter your actual hours for the period.

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. Use 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. Now 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. Your approver can return the timesheet to you. You can **RESTART** it and then enter your actual hours to submit for approval

**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!!