INSTRUCTIONS FOR USING EXCEL-BASED TIME SHEET

DOWNLOADING AND SAVING

To download the Excel file containing the time sheet template, go to Student Employment on the HR web site: http://www.potsdam.edu/offices/hr/student.cfm, select **Time Sheet (Microsoft Excel)**. When the Excel file comes up, save it on your local computer in a folder under a name of your choosing. It is suggested that you save it under a name such as: "Timesheet beginning 6-15-2012 for (student name)" It is also suggested that you download a blank timesheet for each two-week reporting period and you not "recycle" past timesheets because of the embedded formulas and the possibility of erasing them when clearing a previous timesheet for reuse.

HEADING INFORMATION

Complete the student's name, last 4 of the SSN, hourly rate, department, supervisor and account number by clicking on the appropriate line. Also complete the beginning date of the two-week work period covered by the timesheet in the following format: *MM/DD/YYYY*. You do not have to complete any of the other day/date fields, as they are all formula-driven from the beginning date that you enter.

RECORDING TIME WORKED

As is done with a regular time sheet, enter times "in" and "out" each day in the following format: **8:30 A**. It is important that a space is inserted between the time and A or P (for AM/PM) in order for the calculation functions embedded in the worksheet to function properly. After completing all the "in" and "out" times for a day, the "Hours Worked" column will calculate the number of hours worked for the day. **Hours worked must be recorded in quarter hour units (e.g. 9:15 a, 12:30 p).** Be sure and save the spreadsheet after completing the entries for the day.

PRINTING INSTRUCTIONS

Before printing the timesheet, check "Page Setup" to make sure that the timesheet will print on one page. On "Page Setup" under "Scaling," select the "Fit to:" radio button and enter "1" for both width and tallness. Then select "Print" from this page and the timesheet will be printed on the selected printer.

SUBMISSION

Student: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be paid until the following pay period.

Supervisor: Review time sheet for accuracy, sign certification and submit to the Human Resources for payment. You may want to make copies of the completed time sheet for yourself and/or the student prior to submitting.

See http://www.potsdam.edu/offices/hr/student.cfm for the appropriate schedule listing due dates for time sheets for Student Assistants or Federal Work Study.