

TIME SHEET WORKBOOK INSTRUCTIONS FOR HOURLY EMPLOYEES

Initial Instructions for Time Sheet Spreadsheet

1. Open appropriate time sheet and leave slip in MS Excel (N drive under “payroll” then “files”).
2. Save the spreadsheet in your network drive.
3. On the **first tab** enter your personal information (Name, Civil Service Class Title, Employee ID, Department number, Bargaining unit number and beginning vacation and sick balances), if you’re unsure of what should go in these boxes, please contact the payroll technician. The rest of the worksheets will populate automatically with this information.
4. **If you are starting in the middle of the fiscal year**, you must enter full time hours on the tabs and days that you were not employed by Anoka Ramsey. These hours need to be listed under the row entitled “Other Authorized Leave”.
5. Re-save your time sheet with these changes on it, to your network drive.

Pay period entry

1. Open the time sheet in your network drive.
2. Enter your work and leave hours in the top portion of the time sheet (for full time employees, you only need to enter the **leave hours**, there is a formula in the “regular” line that will calculate for you). **Note:** there are 26 tabs in this workbook (on the bottom), one for each pay period. **Be sure to save your time sheet after each pay period entry to ensure your leave balances carry over to the next pay periods time sheet.**
3. **If you are using Family Medical Leave Act (FMLA)**, please see the instruction sheet for FMLA leave.
4. **If you are using your floater**, even though in the leave section, it is listed as one day, when you take your floater, you enter the number of **HOURS** that you should be paid on the upper portion.
5. Print your time sheet (and leave slip if appropriate).
6. Sign your time sheet and obtain the signature of your Supervisor on both the time sheet and leave slip.
7. Submit to Payroll by the Monday following payday by noon.
8. **If you need to amend a time sheet**, please re-type it on your time sheet and type “AMENDED” in the remarks box, do not print it out and hand write it. Have your supervisor initial the change, if these procedures are not followed, the amended time sheet will not be entered and will be sent back to you for completion.

The following information must be entered on any leave slip form that is submitted.

Employee – First Name, MI, Last Name

Department Number–The 7 digit/letter number that identifies where you are to be paid, starting with E26C.

Leave Code – Enter the appropriate leave code. If FMLA related, be sure to mark the FMLA related box

From Date & Time – Enter the start date and time.

To Date & Time – Enter the end date and time.

Total Hours – Enter the total number of hours.

Date Requested – Enter the date the form is filled out.

Employee Signature – Type in your signature here when submitting the form.

* Block – Any comments can be made in this block (i.e. **Reason for Overtime**)

FMLA Leave Instructions

If you are using FMLA, the sheet **will not** allow you to enter any FMLA hours (on the FMLA hours line), **until** you select the proper code for FMLA in the “**FMLA CODES**” drop down menu.

Select the appropriate FMLA code (see below), then enter the amount of hours on the “FMLA hours” line. **However**, there are a few “glitches” to this way of entering FMLA;

- a. If you are splitting your FMLA hours (like 4 vacation, and 4 sick), the spreadsheet will only allow you to select one code, in this situation, select one of the codes you will be using, and enter the TOTAL number of hours to be paid as FMLA(8 or 9, or your scheduled work day), then after you print it, you will need to **HAND WRITE ON THE TIME SHEET THAT IT IS A SPLIT DAY**.
- b. As of now, I have not come up with a good formula to subtract any FMLA leave hours from your leave balances, so for now, we will have to adjust this manually on those days that you use FMLA, contact the payroll technician for this.

FMLA Codes

FMH	Holiday Pay
FML	Leave without pay
FMS	Sick
FMV	Vacation
FMW	Worker’s comp