

Electronic Timesheet User Instructions

This tutorial will guide you through using the Excel version of our timesheet. This Excel version features a timesheet specific to each pay period of the year (Worksheets are numbers 1 – 26). You can use this electronic timesheet to simply print blank copies of the timesheet for a pay period or complete the timesheet electronically (by typing in the data in each field) and print off the completed timesheet. This instructional tutorial will guide you through completing a timesheet electronically using Excel. If you choose to only print blank versions of the timesheets, please read steps 1 and 2.

Step 1

This timesheet workbook is formulated so that the user can only update the following fields: Distribution Code, Employee Name, SS # (with check digit), Appt #, and START and STOP times. The **Distribution Code**, **Employee Name**, **SS # (with check digit)** and **Appt #** fields can *only* be updated on the first worksheet, labeled '1' for pay period 1. You will see these fields are highlighted in blue. When those fields are updated on the pay period 1 timesheet, they will automatically update in each subsequent pay period's timesheet. As you'll see, the timesheet you receive already has some generic data plugged into these fields in worksheet 1 as these will be the fields you'll need to update.

If you wish to only print blank timesheets, please proceed to [Step 2](#) (page 2). However, if you wish to utilize the full capabilities of this electronic timesheet (including its auto-calculation of hours for each week, pay period and calendar year) please proceed to [Step 3](#).

Starting with the Distribution Code, fill in each BLUE box with the necessary information. This will then auto-populate these fields on every other spreadsheet for pay periods 2-26 (tabs 2-26 below). You're now ready to use the appropriate pay period (1-26) timesheet for electronic entry or to print and fill out, then submit to Payroll for processing. Payroll will only process those timesheets with CORRECT employee information completed in ALL appropriate fields.

****If you're looking to simply print BLANK copies of timesheets for certain pay periods, you will need to delete the default data currently populated in each BLUE field and press the SPACE bar at least once in each field. This will prevent any odd numbers or data from appearing in the affected fields of timesheets for pay periods 2-26. Simply deleting the information in the blue fields without putting a space with the SPACE bar will cause some data (such as a '0' or '- -') to**

****If you're looking to simply print BLANK copies of timesheets with NO dates listed/pre-loaded, simply click on the last tab of this workbook titled 'Blank' to have a timesheet that you can fill in manually with Employee information and dates.**

REGULAR SCHEDULE								
Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours
12/15	Sun	01						0:00
12/16	Mon	02						0:00
12/17	Tue	03						0:00
12/18	Wed	04						0:00
12/19	Thur	05						0:00
12/20	Fri	06						0:00
12/21	Sat	07						0:00
Total Week 1:								0:00

Step 2 – Printing BLANK Timesheets only for MANUALLY filling out by hand

If you simply wish to print out blank timesheets to fill out by hand, there are three options (steps 2a., 2b. & 2c.):

2a. To print blank timesheets for *specific pay periods* but with *no* employee-specific data (such as Name & SSN), you can do so using Timesheet #1. To do so, you must *clear the data* in the **Distribution Code**, **Employee Name**, **SS #** (with check digit) and **Appt #** fields by pressing the **SPACE** bar at least once in each field. This will prevent any odd numbers or data from appearing in the affected fields of timesheets for pay periods 2-26. Simply deleting the information in the blue fields without putting a space with the **SPACE** bar will cause some data (such as a '0' or '- - -') to appear (see *Step 2. Attachment 2*). If you wish to display your department's Distribution Code on each blank timesheet, you can fill that field in.

After either clearing all data with a space or entering your department's Distribution Code, you can then go to the appropriate pay period's timesheet (pp 17 is the start of the fair, for example) and print blank ones that will have the **P/P End Date** displayed (see *Step 2. Attachment 3*). However, as mentioned, when any one of those fields is left blank (*without* a space entered), a '0' or '- - -' displays in that field instead (see *Step 2. Attachment 2*). You must cross off that information before submitting.

Starting with the Distribution Code, fill in each BLUE box with the necessary information. This will then auto-populate these fields on every other spreadsheet for pay periods 2-26 (tabs 2-26 below). You're now ready to use the appropriate pay period (1-26) timesheet for electronic entry or to print and fill out, then submit to Payroll for processing. Payroll will only process those timesheets with **CORRECT employee information completed in **ALL** appropriate fields.**

****If you're looking to simply print BLANK copies of timesheets for certain pay periods, you will need to delete the default data currently populated in each BLUE field and press the SPACE bar at least once in each field. This will prevent any odd numbers or data from appearing in the affected fields of timesheets for pay periods 2-26. Simply deleting the information in the blue fields without putting a space with the SPACE bar will cause some data (such as a '0' or '- - -') to**

****If you're looking to simply print BLANK copies of timesheets with NO dates listed/pre-loaded, simply click on the last tab of this workbook titled 'Blank' to have a timesheet that you can fill in manually with Employee information and dates.**

CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME
1 Sec Past		12:00 Noon	12:00
Midnight	00:00	1:00 PM	13:00
1:00 AM	01:00	2:00 PM	14:00
2:00 AM	02:00	3:00 PM	15:00
3:00 AM	03:00	4:00 PM	16:00
4:00 AM	04:00	5:00 PM	17:00
5:00 AM	05:00	6:00 PM	18:00
6:00 AM	06:00	7:00 PM	19:00
7:00 AM	07:00	8:00 PM	20:00
8:00 AM	08:00	9:00 PM	21:00
9:00 AM	09:00	10:00 PM	22:00
10:00 AM	10:00	11:00 PM	23:00
11:00 AM	11:00	12:00 Midnight	24:00

Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours
12/15	Sun	01						0:00
12/16	Mon	02						0:00
12/17	Tue	03						0:00
12/18	Wed	04						0:00
12/19	Thur	05						0:00
12/20	Fri	06						0:00
12/21	Sat	07						0:00
Total Week 1:								0:00

Step 2. Attachment 1

Example of a blank timesheet for pay period 17, ending 8/11/12, **WITHOUT** a Space entered in the fields circled:

1	TIME REPORT AD-TACS-2												
2	Agy #	Sec #	Agency Name										Distribution Code
3	190	000	Wisconsin State Fair Park										0
4	Employee Name										P/P End Date		
5	0										8/9/14		
6	SS #	(v) Appt #	# Forms										
7	---	0											
8	PREPARE FORM USING RED INK												
9	Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:												
10	MINUTES CAN BE FROM 00 TO 59.												
11	(See back for detail instructions)												
12	Start & Stop times must be in 15-minute increments, rounded to the nearest quarter-hour, as shown below												
13	Punch-in Time:												
14	Hrs:Mins (HH:00 - HH:59)	Timesheet Entry											
15	HH:53 - HH:07	→ HH:00											
16	HH:08 - HH:22	→ HH:15											
17	HH:23 - HH:37	→ HH:30											
18	HH:38 - HH:52	→ HH:45											
19	TIME CONVERSION CHART												
20	CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME									
21	1 Sec Past Midnight	= 00:00	12:00 Noon	= 12:00									
22	1:00 AM	= 01:00	1:00 PM	= 13:00									
23	2:00 AM	= 02:00	2:00 PM	= 14:00									
24	3:00 AM	= 03:00	3:00 PM	= 15:00									
25	4:00 AM	= 04:00	4:00 PM	= 16:00									
26	5:00 AM	= 05:00	5:00 PM	= 17:00									
27	6:00 AM	= 06:00	6:00 PM	= 18:00									
28	7:00 AM	= 07:00	7:00 PM	= 19:00									
29	8:00 AM	= 08:00	8:00 PM	= 20:00									
30	9:00 AM	= 09:00	9:00 PM	= 21:00									
31	10:00 AM	= 10:00	10:00 PM	= 22:00									
32	11:00 AM	= 11:00	12:00 Midnight	= 23:00									
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
43													
44													
45													
46													
47													
48													
49													
50													
51													
52													
53													
54													
55													
56													
57													
58													
59													
60													
61													
62													
63													
64													
65													
66													
67													
68													
69													
70													
71													
72													
73													
74													
75													
76													
77													
78													
79													
80													
81													
82													
83													
84													
85													
86													
87													
88													
89													
90													
91													
92													
93													
94													
95													
96													
97													
98													
99													
100													

STOP!!!! Check the Distribution Code, Employee Name, SS # & (v), & Appt#. Is your Employee's Information in there? If not, you **MUST** go to TAB # 1 (at the bottom) and input their information in the **BLUE** boxes

Step 2. Attachment 2

Example of a blank timesheet for pay period 17, ending 8/11/12, **WITH** a Space entered in the fields circled:

1	TIME REPORT AD-TACS-2												
2	Agy #	Sec #	Agency Name										Distribution Code
3	190	000	Wisconsin State Fair Park										0
4	Employee Name										P/P End Date		
5	0										8/9/14		
6	SS #	(v) Appt #	# Forms										
7	---	0											
8	PREPARE FORM USING RED INK												
9	Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:												
10	MINUTES CAN BE FROM 00 TO 59.												
11	(See back for detail instructions)												
12	Start & Stop times must be in 15-minute increments, rounded to the nearest quarter-hour, as shown below												
13	Punch-in Time:												
14	Hrs:Mins (HH:00 - HH:59)	Timesheet Entry											
15	HH:53 - HH:07	→ HH:00											
16	HH:08 - HH:22	→ HH:15											
17	HH:23 - HH:37	→ HH:30											
18	HH:38 - HH:52	→ HH:45											
19	TIME CONVERSION CHART												
20	CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME									
21	1 Sec Past Midnight	= 00:00	12:00 Noon	= 12:00									
22	1:00 AM	= 01:00	1:00 PM	= 13:00									
23	2:00 AM	= 02:00	2:00 PM	= 14:00									
24	3:00 AM	= 03:00	3:00 PM	= 15:00									
25	4:00 AM	= 04:00	4:00 PM	= 16:00									
26	5:00 AM	= 05:00	5:00 PM	= 17:00									
27	6:00 AM	= 06:00	6:00 PM	= 18:00									
28	7:00 AM	= 07:00	7:00 PM	= 19:00									
29	8:00 AM	= 08:00	8:00 PM	= 20:00									
30	9:00 AM	= 09:00	9:00 PM	= 21:00									
31	10:00 AM	= 10:00	10:00 PM	= 22:00									
32	11:00 AM	= 11:00	12:00 Midnight	= 23:00									
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
43													
44													
45													
46													
47													
48													
49													
50													
51													
52													
53													
54													
55													
56													
57													
58													
59													
60													
61													
62													
63													
64													
65													
66													
67													
68													
69													
70													
71													
72													
73													
74													
75													
76													
77													
78													
79													
80													
81													
82													
83													
84													
85													
86													
87													
88													
89													
90													
91													
92													
93													
94													
95													
96													
97													
98													
99													
100													

STOP!!!! Check the Distribution Code, Employee Name, SS # & (v), & Appt#. Is your Employee's Information in there? If not, you **MUST** go to TAB # 1 (at the bottom) and input their information in the **BLUE** boxes

Step 2. Attachment 3

2b. To print blank timesheets that contain *no* employee-specific data (such as Name & SSN) and *no* specific Pay Period End Date, you can do so using the worksheet labeled 'Blank.' As you can see below, these can be used to print a simple blank timesheet that can be kept on hand if needed. Remember that all important data at the top of the timesheet (**Distribution Code, Employee Name, P/P End Date, SS # (with check digit), & Appt #**) must still be completed prior to submitting for payroll processing.

TIME REPORT AD-TACS-2

Agy # 190 Sec # 000 Agency Name Wisconsin State Fair Park Distribution Code

Employee Name P/P End Date

SS# Appt# # Forms

PREPARE FORM USING RED INK

Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:

MINUTES CAN BE FROM 00 TO 59.

(See back for detail instructions)

Start & Stop Times must be in 15-minute increments, rounded to the nearest quarter-hour, as shown below

Punch-in Time:

Hrs:Mins (HH:00 - HH:59)	Timesheet Entry
HH:53 - HH:07	→ HH:00
HH:08 - HH:22	→ HH:15
HH:23 - HH:37	→ HH:30
HH:38 - HH:52	→ HH:45

TIME CONVERSION CHART

CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME
1 Sec Past	= 00:00	12:00 Noon	= 12:00
Midnight	= 00:00	1:00 PM	= 13:00
1:00 AM	= 01:00	2:00 PM	= 14:00
2:00 AM	= 02:00	3:00 PM	= 15:00
3:00 AM	= 03:00	4:00 PM	= 16:00
4:00 AM	= 04:00	5:00 PM	= 17:00
5:00 AM	= 05:00	6:00 PM	= 18:00
6:00 AM	= 06:00	7:00 PM	= 19:00
7:00 AM	= 07:00	8:00 PM	= 20:00
8:00 AM	= 08:00	9:00 PM	= 21:00
9:00 AM	= 09:00	10:00 PM	= 22:00
10:00 AM	= 10:00	11:00 PM	= 23:00
11:00 AM	= 11:00	12:00 Midnight	= 24:00

REGULAR SCHEDULE

Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	EXT
30	Sun 01	:	:	:	:	:	:	
31	Mon 02	:	:	:	:	:	:	
32	Tue 03	:	:	:	:	:	:	
33	Wed 04	:	:	:	:	:	:	
34	Thur 05	:	:	:	:	:	:	
35	Fri 06	:	:	:	:	:	:	
36	Sat 07	:	:	:	:	:	:	

Blank

Step 2. Attachment 4

2c. Another option is to fill in the fields for an employee, go to the appropriate pay period, print a blank timesheet, then repeat those steps for each subsequent employee (see *Step 3. Attachment 1 & Step 4. Attachment 1* for examples)

→ If you do not wish to print blank timesheets and wish to utilize the full capabilities of an electronic version of our timesheet, please proceed to **Step 3.**

Step 3

It looks like you're ready to start using the full capabilities of this electronic timesheet. You'll want to start by filling in the aforementioned fields highlighted in blue on the tab for pay period 1. Please note the following before filling in the fields:

- **Distribution Code** must be **six (6) digits long** (no longer and no shorter)
- **Employee Name** must be entered as Last Name, First Name & Middle Initial (ex: Burns, Ryan T), **unless the employee's full middle name is what is on file in the HR/Payroll system**
- **SS # (with check digit)** can be entered as just ten digits. You do *not* need to type the dashes in between as the worksheet will do this for you. (ex: entering 1234567892 will display 123-45-6789-2) This can speed up the process for you.
- **Appt #** should be the *correct* appointment number assigned to the position your employee is working in. Some employees have multiple positions, and thus appointments, within one department or across various departments of SFP and it is *imperative* the *correct* Appointment # is listed.

When done, you can save the timesheet under the appropriate employee's name so you have one electronic timesheet to use specifically for that employee in the future and one that you can easily go to and see the hours he/she worked in any pay period of the year (no more fumbling through paper timesheets).

Starting with the Distribution Code, fill in each BLUE box with the necessary information. This will then auto-populate these fields on every other spreadsheet for pay periods 2-26 (tabs 2-26 below). You're now ready to use the appropriate pay period (1-26) timesheet for electronic entry or to print and fill out, then submit to Payroll for processing. Payroll will only process those timesheets with **CORRECT employee information completed in **ALL** appropriate fields.**

****If you're looking to simply print BLANK copies of timesheets for certain pay periods, you will need to delete the default data currently populated in each BLUE field and press the SPACE bar at least once in each field. This will prevent any odd numbers or data from appearing in the affected fields of timesheets for pay periods 2-26. Simply deleting the information in the blue fields *without* putting a space with the SPACE bar will cause some data (such as a '0' or '- -') to**

****If you're looking to simply print BLANK copies of timesheets with NO dates listed/pre-loaded, simply click on the last tab of this workbook titled 'Blank' to have a timesheet that you can fill in manually with Employee information and dates.**

REGULAR SCHEDULE									
Enter Date	WEEKDAY		START	STOP	START	STOP	START	STOP	Hours
12/15	Sun	01							0:00
12/16	Mon	02							0:00
12/17	Tue	03							0:00

Step 3. Attachment 1

Step 4

Now that you've entered your data in the appropriate fields on timesheet 1, you can go to the appropriate worksheet for the pay period you need to enter time for by selecting that worksheet. The instructions and examples presented in Steps 4 and 5 will be based on pay period 17 of 2014, which is the pay period ending 8/9/14 and during which 10 days of the 2014 Fair fall.

- As you can see, the data you entered on timesheet 1 has been pre-loaded onto all other pay periods' timesheets (areas circled). You'll also see that the DATES of the pay period are pre-calculated on the left-hand side so that you can easily see the dates of the pay period as well as its End Date (*P/P End Date* at top).
- Another handy feature of this timesheet is its ability to total daily hours worked as seen in the right hand column. This can help you in ensuring hours were entered correctly or that your employees' time cards match up with your entry.

To begin entering START and STOP times, move on to **Step 5**.

The screenshot shows an Excel spreadsheet titled 'Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel'. The 'REVIEW' tab is active. The spreadsheet contains a form for a timesheet entry. Key fields are circled in red: 'Distribution Code' (000061), 'Employee Name' (Burns, Ryan T), 'P/P End Date' (8/9/14), 'SS #' (123-45-6789-2), and 'Appt #' (1). A callout box on the right contains the following text: **STOP!!!!** Check the Distribution Code, Employee Name, SS # & (v), & Appt#. Is your Employee's Information in there? If not, you **MUST** go to TAB # 1 (at the bottom) and input their information in the **BLUE** boxes. Below the form is a 'TIME CONVERSION CHART' and a 'REGULAR SCHEDULE' table. The 'REGULAR SCHEDULE' table has columns for 'Enter Date', 'WEEKDAY', 'START', 'STOP', and 'Hours'. The dates 7/27, 7/28, and 7/29 are circled in red, and the 'Hours' column for these dates shows '0:00'. At the bottom of the spreadsheet, the sheet tab '17' is circled in red.

Dates in the pay period are already loaded

Click on tab 17 to go to pay period 17's timesheet

Step 4. Attachment 1

Step 5

All timesheets are fill-in enabled, meaning you can only select certain fields of the timesheet. You can use your cursor and mouse to do so, but the easiest way to navigate around the timesheet is by using your **TAB** key. Therefore, to begin, **TAB** down to the first day/date of the pay period you wish to enter data for and follow the below instructions for typing data into START and STOP fields:

- Time **must** be entered in **MILITARY** format (timesheets have a conversion chart at the top)
- Time must be entered by entering the HOUR, then a COLON (:) and then the MINUTES. Time entered *without* a colon will cause an error or an astronomically-large number to be displayed
- Use the **TAB** key to move from field to field (START Time to STOP Time)
 - When done entering data for one day, simply **TAB** until you get to the first START time for the next day you wish to enter data for
- Midnight is entered as one of two ways, depending on if it *starts* a shift or *ends* a shift:
 - **00:00** is **always** a **START** time and **never** a STOP time
 - **24:00** is **always** a **STOP** time and **never** a START time

The following pages will show you examples of incorrect and correct timesheet entry.

Incorrect entry of time by NOT using a COLON:

The screenshot shows an Excel spreadsheet titled "Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel". The spreadsheet includes a conversion chart for clock times and a "REGULAR SCHEDULE" table. The conversion chart lists times from 12:00 Noon to 12:00 Midnight in both 12-hour and 24-hour formats. The "REGULAR SCHEDULE" table has columns for Enter Date, WEEKDAY, START, STOP, and Hours. The entry for 7/31 (Thursday) shows "700" in the START field and "#####" in the Hours field, indicating an error. The "Total Week 1:" row also shows "#####" in the Hours field.

Enter Date	WEEKDAY	START	STOP	Hours
7/27	Sun 01			0:00
7/28	Mon 02			0:00
7/29	Tue 03			0:00
7/30	Wed 04			0:00
7/31	Thur	700		#####
8/1	Fri 06			0:00
8/2	Sat 07			0:00
Total Week 1:				#####

Incorrect entry of entire shift (in this case 7:00 – 12:00, 12:30 – 15:30) entered WITHOUT colons. As you can see, by not including colons, the numbers produced are astronomically high and result in an impossible 19,200 hours worked in a day:

PREPARE FORM USING RED INK

Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:

MINUTES CAN BE FROM 00 TO 59.
(See back for detail instructions)

Start & Stop times must be in 15-minute increments, rounded to the nearest quarter-hour, as shown below

Punch-in Time:
Hrs.Mins (HH:00 - HH:59) **Timesheet Entry**

HH:53 - HH:07 → HH:00
HH:08 - HH:22 → HH:15
HH:23 - HH:37 → HH:30
HH:38 - HH:52 → HH:45

CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME
1Sec Past		12:00 Noon	= 12:00
Midnight	= 00:00	1:00 PM	= 13:00
1:00 AM	= 01:00	2:00 PM	= 14:00
2:00 AM	= 02:00	3:00 PM	= 15:00
3:00 AM	= 03:00	4:00 PM	= 16:00
4:00 AM	= 04:00	5:00 PM	= 17:00
5:00 AM	= 05:00	6:00 PM	= 18:00
6:00 AM	= 06:00	7:00 PM	= 19:00
7:00 AM	= 07:00	8:00 PM	= 20:00
8:00 AM	= 08:00	9:00 PM	= 21:00
9:00 AM	= 09:00	10:00 PM	= 22:00
10:00 AM	= 10:00	11:00 PM	= 23:00
11:00 AM	= 11:00	12:00 Midnight	= 24:00

Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours
12/15	Sun	01						0:00
12/16	Mon	02	16800:00	28800:00	29520:00	36720:00		19200:00
12/17	Tue	03						0:00
12/18	Wed	04						0:00
12/19	Thur	05						0:00
12/20	Fri	06						0:00
12/21	Sat	07						0:00
Total Week 1:								19200:00

****If you're looking to simply print BLANK copies of timesheets for certain pay periods, you will need to delete the default data currently populated in each BLUE field and press the SPACE bar at least once in each field. This will prevent any odd numbers or data from appearing in the affected fields of timesheets for pay periods 2-26. Simply deleting the information in the blue fields without putting a space with the SPACE bar will cause some data (such as a '0' or '-') to**

****If you're looking to simply print BLANK copies of timesheets with NO dates listed/pre-loaded, simply click on the last tab of this workbook titled 'Blank' to have a timesheet that you can fill in manually with Employee information and dates.**

Step 5. Attachment 2

Example of correct format of time entered (using a colon), but *no* STOP time entered. As you can see, the Hours column displays an ERROR:

Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes

O34

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

PREPARE FORM USING RED INK

Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:

MINUTES CAN BE FROM 00 TO 59.

(See back for detail instructions)

Start & Stop times must be in 15-minute increments, rounded to the *nearest* quarter-hour, as shown below

Punch-in Time:
Hrs.Mins (HH:00 - HH:59) Timesheet Entry

HH:53 - HH:07 → HH:00
HH:08 - HH:22 → HH:15
HH:23 - HH:37 → HH:30
HH:38 - HH:52 → HH:45

CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME
1Sec Past		12:00 Noon	= 12:00
Midnight	= 00:00	1:00 PM	= 13:00
1:00 AM	= 01:00	2:00 PM	= 14:00
2:00 AM	= 02:00	3:00 PM	= 15:00
3:00 AM	= 03:00	4:00 PM	= 16:00
4:00 AM	= 04:00	5:00 PM	= 17:00
5:00 AM	= 05:00	6:00 PM	= 18:00
6:00 AM	= 06:00	7:00 PM	= 19:00
7:00 AM	= 07:00	8:00 PM	= 20:00
8:00 AM	= 08:00	9:00 PM	= 21:00
9:00 AM	= 09:00	10:00 PM	= 22:00
10:00 AM	= 10:00	11:00 PM	= 23:00
11:00 AM	= 11:00	12:00 Midnight	= 24:00

REGULAR SCHEDULE								
Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours
7/27	Sun	01						0:00
7/28	Mon	02						0:00
7/29	Tue	03						0:00
7/30	Wed	04						0:00
7/31	Thur	05	7:00	12:00	12:30			#####
8/1	Fri	06						0:00
8/2	Sat	07						0:00
Total Week 1:								#####

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

READY

Step 5. Attachment 3

Example of an appropriate STOP time entered to match a START time, but **NOT** using *military* format. As you can see, the Hours column displays an ERROR:

Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Spelling Research Thesaurus Translate Proofing Language

New Comment Delete Previous Next Comments Show/Hide Comment Show All Comments Show Ink

Unprotect Sheet Protect Workbook Share Workbook Changes Allow Users to Edit Ranges Track Changes

R34

PREPARE FORM USING RED INK

Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:

MINUTES CAN BE FROM 00 TO 59.

(See back for detail instructions)

Start & Stop times must be in 15-minute increments, rounded to the nearest quarter-hour, as shown below

Punch-in Time:

Hrs.Mins (HH:00 - HH:59) Timesheet Entry

HH:53 - HH:07 → HH:00

HH:08 - HH:22 → HH:15

HH:23 - HH:37 → HH:30

HH:38 - HH:52 → HH:45

CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME
1 Sec Past Midnight	= 00:00	12:00 Noon	= 12:00
1:00 AM	= 01:00	1:00 PM	= 13:00
2:00 AM	= 02:00	2:00 PM	= 14:00
3:00 AM	= 03:00	3:00 PM	= 15:00
4:00 AM	= 04:00	4:00 PM	= 16:00
5:00 AM	= 05:00	5:00 PM	= 17:00
6:00 AM	= 06:00	6:00 PM	= 18:00
7:00 AM	= 07:00	7:00 PM	= 19:00
8:00 AM	= 08:00	8:00 PM	= 20:00
9:00 AM	= 09:00	9:00 PM	= 21:00
10:00 AM	= 10:00	10:00 PM	= 22:00
11:00 AM	= 11:00	11:00 PM	= 23:00
		12:00 Midnight	= 24:00

REGULAR SCHEDULE								
Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours
7/27	Sun 01							0:00
7/28	Mon 02							0:00
7/29	Tue 03							0:00
7/30	Wed 04							0:00
7/31	Thur 05	7:00	12:00	12:30	3:30			#####
8/1	Fri 06							0:00
8/2	Sat 07							0:00
Total Week 1:								#####

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

READY

Step 5. Attachment 4

Example of a PERFECT entry for one day with hours and minutes entered w/ a COLON (:) separator, a STOP time that comes after a START time, and hours entered in Military format. As you can see, the appropriate number of hours displays in the Hours column and the total hours for the Week have calculated:

Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes

R34

PREPARE FORM USING RED INK

Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:

MINUTES CAN BE FROM 00 TO 59.

(See back for detail instructions)

Start & Stop times must be in 15-minute increments, rounded to the nearest quarter-hour, as shown below

Punch-in Time:
 Hrs:Mins (HH:00 - HH:59) Timesheet Entry
 HH:53 - HH:07 → HH:00
 HH:08 - HH:22 → HH:15
 HH:23 - HH:37 → HH:30
 HH:38 - HH:52 → HH:45

CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME
1 Sec Past Midnight		12:00 Noon	
1:00 AM	= 01:00	1:00 PM	= 13:00
2:00 AM	= 02:00	2:00 PM	= 14:00
3:00 AM	= 03:00	3:00 PM	= 15:00
4:00 AM	= 04:00	4:00 PM	= 16:00
5:00 AM	= 05:00	5:00 PM	= 17:00
6:00 AM	= 06:00	6:00 PM	= 18:00
7:00 AM	= 07:00	7:00 PM	= 19:00
8:00 AM	= 08:00	8:00 PM	= 20:00
9:00 AM	= 09:00	9:00 PM	= 21:00
10:00 AM	= 10:00	10:00 PM	= 22:00
11:00 AM	= 11:00	11:00 PM	= 23:00
		12:00 Midnight	= 24:00

REGULAR SCHEDULE									
Enter Date	WEEKDAY		START	STOP	START	STOP	START	STOP	Hours
7/27	Sun	01							0:00
7/28	Mon	02							0:00
7/29	Tue	03							0:00
7/30	Wed	04							0:00
7/31	Thur	05	7:00	12:00	12:30	15:30			8:00
8/1	Fri	06							0:00
8/2	Sat	07							0:00
Total Week 1:									8:00

READY

Step 5. Attachment 5

Examples of entering Midnight (pages 12, 13 & 14):

- **When STARTING a shift, Midnight should be entered as 00:00, just like you would on the paper timesheet:**

The screenshot shows an Excel spreadsheet titled "Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel". The "REVIEW" tab is selected. The spreadsheet contains a table for a "REGULAR SCHEDULE".

Enter Date	WEEKDAY		START	STOP	START	STOP	START	STOP	Hours
7/27	Sun	01							0:00
7/28	Mon	02							0:00
7/29	Tue	03							0:00
7/30	Wed	04							0:00
7/31	Thur	05	7:00	12:00	12:30	15:30			8:00
8/1	Fri	06	7:00	12:00	12:30	15:30			8:00
8/2	Sat	07	14:00	18:00	18:30	22:30			8:00
Total Week 1:									24:00
8/3	Sun	08	0:00	8:00					8:00
8/4	Mon	09							0:00
8/5	Tue	10							0:00
8/6	Wed	11							0:00
8/7	Thur	12							0:00
8/8	Fri	13							0:00
8/9	Sat	14							0:00
Total Week 2:									8:00
Biweekly Total:									32:00

Step 5. Attachment 6

- When ENDING a shift, Midnight should be entered as 24:00, just like you would on the paper timesheet:

Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes

L41

REGULAR SCHEDULE									
Enter Date	WEEKDAY		START	STOP	START	STOP	START	STOP	Hours
7/27	Sun	01							0:00
7/28	Mon	02							0:00
7/29	Tue	03							0:00
7/30	Wed	04							0:00
7/31	Thur	05	7:00	12:00	12:30	15:30			8:00
8/1	Fri	06	7:00	12:00	12:30	15:30			8:00
8/2	Sat	07	14:00	18:00	18:30	22:30			8:00
Total Week 1:									24:00
8/3	Sun	08	0:00	8:00					8:00
8/4	Mon	09	16:00	24:00					8:00
8/5	Tue	10							0:00
8/6	Wed	11							0:00
8/7	Thur	12							0:00
8/8	Fri	13							0:00
8/9	Sat	14							0:00
Total Week 2:									16:00
Biweekly Total:									40:00

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

READY

Step 5. Attachment 7

- When a shift starts *before* and ends *after* Midnight and thus, crosses into two days, the STOP time of the date the shift started in should be entered as 24:00, just as you would on the paper timesheet. The shift would then continue into the second day by entering a START time of 00:00 followed by the subsequent STOP time of the shift. As you can see, this person worked an 8-hour shift that started at 10pm (22:00) on Tuesday, August 5 and went until 6am (06:00) on Wednesday, August 6. The Hours column shows the employee getting 2 hours for Tuesday and 6 hours for Wednesday (8 hours total for the shift):

Excel interface showing a timesheet for "Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel". The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The REVIEW ribbon is active, showing options like Spelling, Research, Thesaurus, Translate, New Comment, Delete Previous, Next, Show/Hide Comment, Show All Comments, Show Ink, Unprotect Sheet, Protect Workbook, Share Workbook, Protect and Share Workbook, Allow Users to Edit Ranges, and Track Changes.

The active cell is L43. The timesheet table is as follows:

REGULAR SCHEDULE									
Enter Date	WEEKDAY		START	STOP	START	STOP	START	STOP	Hours
7/27	Sun	01							0:00
7/28	Mon	02							0:00
7/29	Tue	03							0:00
7/30	Wed	04							0:00
7/31	Thur	05	7:00	12:00	12:30	15:30			8:00
8/1	Fri	06	7:00	12:00	12:30	15:30			8:00
8/2	Sat	07	14:00	18:00	18:30	22:30			8:00
Total Week 1:									24:00
8/3	Sun	08	0:00	8:00					8:00
8/4	Mon	09	16:00	24:00					8:00
8/5	Tue	10	22:00	24:00					2:00
8/6	Wed	11	0:00	6:00					6:00
8/7	Thur	12							0:00
8/8	Fri	13							0:00
8/9	Sat	14							0:00
Total Week 2:									24:00
Biweekly Total:									48:00

The status bar at the bottom shows "READY" and the active cell is L17.

Step 5. Attachment 8

Example of a COMPLETED timesheet ready for printing. As you can see, the Hours columns are nicely totaled to display hours worked by day, week and total pay period:

REGULAR SCHEDULE									
Enter Date	WEEKDAY		START	STOP	START	STOP	START	STOP	Hours
7/27	Sun	01							0:00
7/28	Mon	02							0:00
7/29	Tue	03							0:00
7/30	Wed	04							0:00
7/31	Thur	05	7:00	12:00	12:30	15:30			8:00
8/1	Fri	06	7:00	12:00	12:30	15:30			8:00
8/2	Sat	07	14:00	18:00	18:30	22:30			8:00
Total Week 1:									24:00
8/3	Sun	08	0:00	8:00					8:00
8/4	Mon	09	16:00	24:00					8:00
8/5	Tue	10	22:00	24:00					2:00
8/6	Wed	11	0:00	6:00	22:00	24:00			8:00
8/7	Thur	12	0:00	6:00					6:00
8/8	Fri	13	7:00	12:00	12:30	15:30			8:00
8/9	Sat	14	14:00	18:00	18:30	22:30			8:00
Total Week 2:									48:00
Biweekly Total:									72:00

Step 5. Attachment 9

Here's how your timesheet for Pay Period 17 will look when it's ready for printing. Simply print it out, have it signed and submit it to Payroll. It's as simple as that!

****Please note: The timesheet does NOT have to be printed in color (with hours displayed in RED). You CAN submit a black and white printed timesheet and it *will* be processed.**

Timesheet AD-TACS-2 2014 Blank [Compatibility Mode] - Excel

TIME REPORT AD-TACS-2																																																																																																																																																																									
Agy#	Sec#	Agency Name				Distribution Code																																																																																																																																																																			
190	000	Wisconsin State Fair Park				000061																																																																																																																																																																			
Employee Name					P/P End Date																																																																																																																																																																				
Burns, Ryan T					8/9/14																																																																																																																																																																				
SS#	(%)	Appt#	# Forms																																																																																																																																																																						
123-45-6789-2		1																																																																																																																																																																							
<p>PREPARE FORM USING RED INK</p> <p>Use 24-HR CLOCK TIME to fill out the Regular Schedule Section below:</p> <p>MINUTES CAN BE FROM 00 TO 59.</p> <p>(See back for detail instructions)</p> <p>Start & Stop times <u>must</u> be in 15-minute increments, rounded to the nearest quarter-hour, as shown below</p> <p>Punch-in Time: Hrs:Mins(HH:00 - HH:59) → Timesheet Entry HH:03 - HH:07 → HH:00 HH:08 - HH:22 → HH:15 HH:23 - HH:37 → HH:30 HH:38 - HH:52 → HH:45</p>																																																																																																																																																																									
<p style="text-align: center;">TIME CONVERSION CHART</p> <table border="1"> <thead> <tr> <th>CLOCK TIME</th> <th>24 HR CLOCK TIME</th> <th>CLOCK TIME</th> <th>24 HR CLOCK TIME</th> </tr> </thead> <tbody> <tr><td>1 Sec Past Midnight</td><td>-</td><td>12:00 Noon</td><td>-</td></tr> <tr><td>1:00 AM</td><td>-</td><td>1:00 PM</td><td>-</td></tr> <tr><td>2:00 AM</td><td>-</td><td>2:00 PM</td><td>-</td></tr> <tr><td>3:00 AM</td><td>-</td><td>3:00 PM</td><td>-</td></tr> <tr><td>4:00 AM</td><td>-</td><td>4:00 PM</td><td>-</td></tr> <tr><td>5:00 AM</td><td>-</td><td>5:00 PM</td><td>-</td></tr> <tr><td>6:00 AM</td><td>-</td><td>6:00 PM</td><td>-</td></tr> <tr><td>7:00 AM</td><td>-</td><td>7:00 PM</td><td>-</td></tr> <tr><td>8:00 AM</td><td>-</td><td>8:00 PM</td><td>-</td></tr> <tr><td>9:00 AM</td><td>-</td><td>9:00 PM</td><td>-</td></tr> <tr><td>10:00 AM</td><td>-</td><td>10:00 PM</td><td>-</td></tr> <tr><td>11:00 AM</td><td>-</td><td>11:00 PM</td><td>-</td></tr> <tr><td></td><td>-</td><td>12:00 Midnight</td><td>-</td></tr> </tbody> </table>								CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME	1 Sec Past Midnight	-	12:00 Noon	-	1:00 AM	-	1:00 PM	-	2:00 AM	-	2:00 PM	-	3:00 AM	-	3:00 PM	-	4:00 AM	-	4:00 PM	-	5:00 AM	-	5:00 PM	-	6:00 AM	-	6:00 PM	-	7:00 AM	-	7:00 PM	-	8:00 AM	-	8:00 PM	-	9:00 AM	-	9:00 PM	-	10:00 AM	-	10:00 PM	-	11:00 AM	-	11:00 PM	-		-	12:00 Midnight	-																																																																																																										
CLOCK TIME	24 HR CLOCK TIME	CLOCK TIME	24 HR CLOCK TIME																																																																																																																																																																						
1 Sec Past Midnight	-	12:00 Noon	-																																																																																																																																																																						
1:00 AM	-	1:00 PM	-																																																																																																																																																																						
2:00 AM	-	2:00 PM	-																																																																																																																																																																						
3:00 AM	-	3:00 PM	-																																																																																																																																																																						
4:00 AM	-	4:00 PM	-																																																																																																																																																																						
5:00 AM	-	5:00 PM	-																																																																																																																																																																						
6:00 AM	-	6:00 PM	-																																																																																																																																																																						
7:00 AM	-	7:00 PM	-																																																																																																																																																																						
8:00 AM	-	8:00 PM	-																																																																																																																																																																						
9:00 AM	-	9:00 PM	-																																																																																																																																																																						
10:00 AM	-	10:00 PM	-																																																																																																																																																																						
11:00 AM	-	11:00 PM	-																																																																																																																																																																						
	-	12:00 Midnight	-																																																																																																																																																																						
<p style="text-align: center;">REGULAR SCHEDULE</p> <table border="1"> <thead> <tr> <th>Enter Date</th> <th>WEEKDAY</th> <th>START</th> <th>STOP</th> <th>START</th> <th>STOP</th> <th>START</th> <th>STOP</th> <th>Hours</th> </tr> </thead> <tbody> <tr><td>7/27</td><td>Sun</td><td>01</td><td></td><td></td><td></td><td></td><td></td><td>0:00</td></tr> <tr><td>7/28</td><td>Mon</td><td>02</td><td></td><td></td><td></td><td></td><td></td><td>0:00</td></tr> <tr><td>7/29</td><td>Tue</td><td>03</td><td></td><td></td><td></td><td></td><td></td><td>0:00</td></tr> <tr><td>7/30</td><td>Wed</td><td>04</td><td></td><td></td><td></td><td></td><td></td><td>0:00</td></tr> <tr><td>7/31</td><td>Thur</td><td>05</td><td>7:00</td><td>12:00</td><td>12:30</td><td>15:30</td><td></td><td>8:00</td></tr> <tr><td>8/1</td><td>Fri</td><td>06</td><td>7:00</td><td>12:00</td><td>12:30</td><td>15:30</td><td></td><td>8:00</td></tr> <tr><td>8/2</td><td>Sat</td><td>07</td><td>14:00</td><td>18:00</td><td>18:30</td><td>22:30</td><td></td><td>8:00</td></tr> <tr><td colspan="8" style="text-align: right;">Total Week 1:</td><td>24:00</td></tr> <tr><td>8/3</td><td>Sun</td><td>08</td><td>0:00</td><td>8:00</td><td></td><td></td><td></td><td>8:00</td></tr> <tr><td>8/4</td><td>Mon</td><td>09</td><td>16:00</td><td>24:00</td><td></td><td></td><td></td><td>8:00</td></tr> <tr><td>8/5</td><td>Tue</td><td>10</td><td>22:00</td><td>24:00</td><td></td><td></td><td></td><td>2:00</td></tr> <tr><td>8/6</td><td>Wed</td><td>11</td><td>0:00</td><td>6:00</td><td>22:00</td><td>24:00</td><td></td><td>8:00</td></tr> <tr><td>8/7</td><td>Thur</td><td>12</td><td>0:00</td><td>6:00</td><td></td><td></td><td></td><td>6:00</td></tr> <tr><td>8/8</td><td>Fri</td><td>13</td><td>7:00</td><td>12:00</td><td>12:30</td><td>15:30</td><td></td><td>8:00</td></tr> <tr><td>8/9</td><td>Sat</td><td>14</td><td>14:00</td><td>18:00</td><td>18:30</td><td>22:30</td><td></td><td>8:00</td></tr> <tr><td colspan="8" style="text-align: right;">Total Week 2:</td><td>48:00</td></tr> <tr><td colspan="8" style="text-align: right;">Biweekly Total:</td><td>72:00</td></tr> </tbody> </table>								Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours	7/27	Sun	01						0:00	7/28	Mon	02						0:00	7/29	Tue	03						0:00	7/30	Wed	04						0:00	7/31	Thur	05	7:00	12:00	12:30	15:30		8:00	8/1	Fri	06	7:00	12:00	12:30	15:30		8:00	8/2	Sat	07	14:00	18:00	18:30	22:30		8:00	Total Week 1:								24:00	8/3	Sun	08	0:00	8:00				8:00	8/4	Mon	09	16:00	24:00				8:00	8/5	Tue	10	22:00	24:00				2:00	8/6	Wed	11	0:00	6:00	22:00	24:00		8:00	8/7	Thur	12	0:00	6:00				6:00	8/8	Fri	13	7:00	12:00	12:30	15:30		8:00	8/9	Sat	14	14:00	18:00	18:30	22:30		8:00	Total Week 2:								48:00	Biweekly Total:								72:00
Enter Date	WEEKDAY	START	STOP	START	STOP	START	STOP	Hours																																																																																																																																																																	
7/27	Sun	01						0:00																																																																																																																																																																	
7/28	Mon	02						0:00																																																																																																																																																																	
7/29	Tue	03						0:00																																																																																																																																																																	
7/30	Wed	04						0:00																																																																																																																																																																	
7/31	Thur	05	7:00	12:00	12:30	15:30		8:00																																																																																																																																																																	
8/1	Fri	06	7:00	12:00	12:30	15:30		8:00																																																																																																																																																																	
8/2	Sat	07	14:00	18:00	18:30	22:30		8:00																																																																																																																																																																	
Total Week 1:								24:00																																																																																																																																																																	
8/3	Sun	08	0:00	8:00				8:00																																																																																																																																																																	
8/4	Mon	09	16:00	24:00				8:00																																																																																																																																																																	
8/5	Tue	10	22:00	24:00				2:00																																																																																																																																																																	
8/6	Wed	11	0:00	6:00	22:00	24:00		8:00																																																																																																																																																																	
8/7	Thur	12	0:00	6:00				6:00																																																																																																																																																																	
8/8	Fri	13	7:00	12:00	12:30	15:30		8:00																																																																																																																																																																	
8/9	Sat	14	14:00	18:00	18:30	22:30		8:00																																																																																																																																																																	
Total Week 2:								48:00																																																																																																																																																																	
Biweekly Total:								72:00																																																																																																																																																																	
Employee Signature				Date																																																																																																																																																																					
Supervisor Signature				Date																																																																																																																																																																					

Step 5. Attachment 10

Now that you're done entering and printing Pay Period 17, you can **SAVE** your employee's timesheet (or simply print and not save, then repeat the process for the next employee) and when ready, move on to Pay Period 18 to fill in time for that last Sunday of the fair:

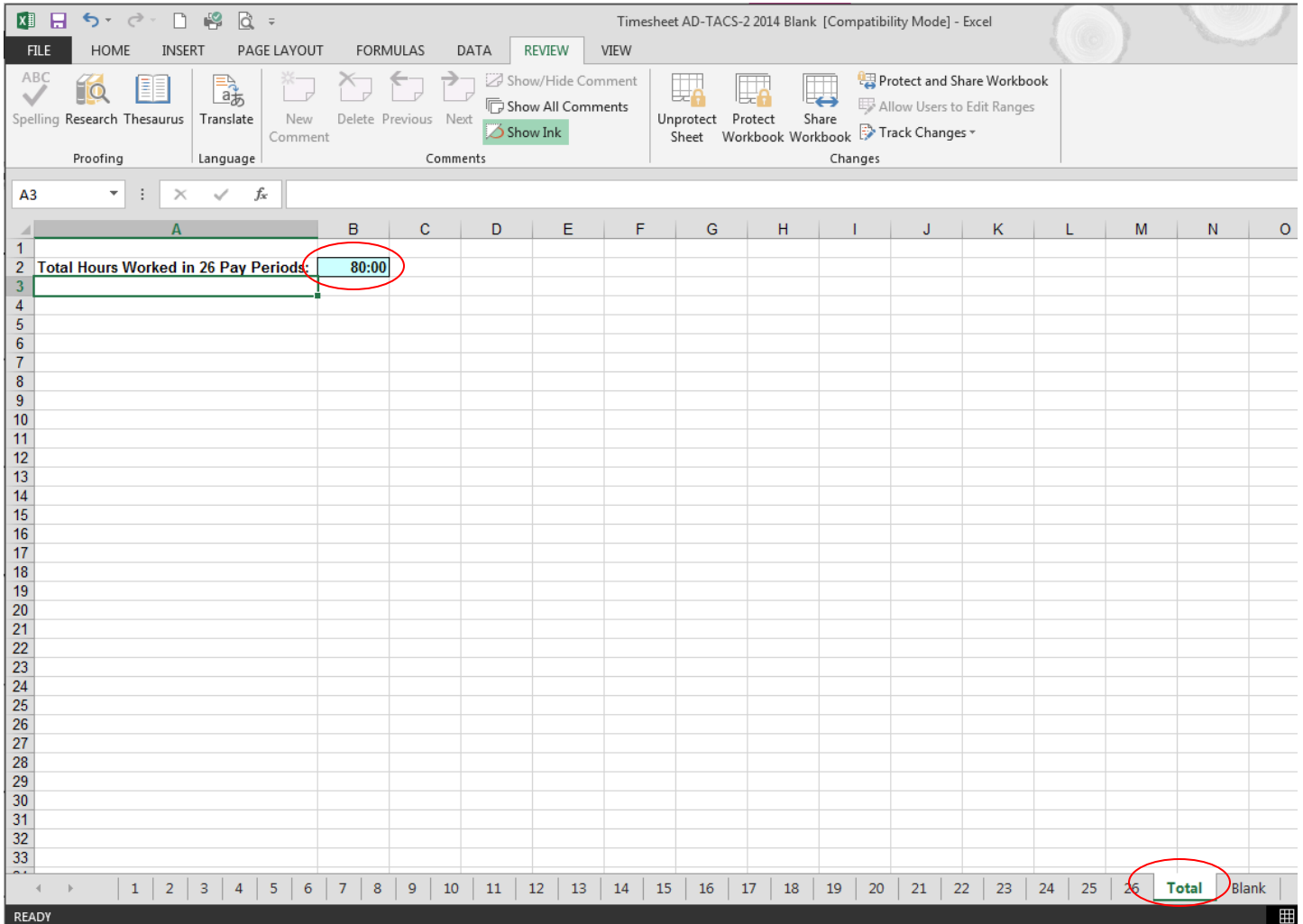
STOP!!!! Check the Distribution Code, Employee Name, SS # & (v), & Appt #. Is your Employee's Information in there? If not, you **MUST** go to TAB # 1 (at the bottom) and input their information in the **BLUE** boxes

WEEKDAY	START	STOP	START	STOP	START	STOP	Hours
8/10 Sun 01	7:00	12:00	12:30	15:30			8:00
8/11 Mon 02							0:00
8/12 Tue 03							0:00
8/13 Wed 04							

Step 5. Attachment 11

Simply click on the tab of another pay period to go to that pay period's timesheet

If you are saving your employees' timesheets so that you can electronically record and track their time, you'll see that the last worksheet is labeled 'Total.' This worksheet will calculate the total hours the employee has worked in the 26 pay periods of the payroll year based on data entered in the 26 timesheets for the year. Very handy! 😊



Step 5. Attachment 12

I hope you find this tutorial very useful and will find the benefit of using this electronic timesheet. Any questions, please contact me.

Ryan T. Burns
Human Resources
7/2011, Revised 1/2012, Revised 12/2013