

On-line, fill-able version of the Classified Annual Salaried Employee Timesheet

Helpful Hints

- When signing in and out – enter the time with a space and then the A for AM or P for PM
- In and Out cells are paired, which means the Out time has to be next to the In time.
- Time In and Out should be recorded in 15, 30 and 45 minute intervals
- Total hours worked would be in .25, .50 or .75 hrs increments
- Save your biweekly accrual amounts earned on the master sheet.
- For holidays, you have to put in holiday earned and holiday used when taking off the actual day of the holiday.
- If you get ##### in the date fields, you may have to adjust your margins
- If the sheet doesn't print on one page, go to page set up and adjust the % or remove page break at bottom of page. This is due to differences in everyone's computers.

Feedback and suggestions are welcome!

Please call Payroll at X3775