

TIPS TO FILL OUT TIME SHEET

Recording Clock-in/Clock out Time

Time needs to be recorded in "Time" format (**8:00 AM or 5:00 PM**).
The entry has to be inputted as follows:

8	:	00		AM	or	PM
Hour	Colon	Minutes	Space	Morning	or	Afternoon

If the entry is done correctly, the PM will be shown in **24 hour clock format**.
For example: 5:00 PM = 17:00, 4:45 pm = 16:45.

The total hours worked will be shown in two-decimal format.
For example: 5:30 hours = 5.50 hours.

Rounding Off Practices

Please enter the time in rounding to the nearest of the "quarter of an hour" or "15 minutes".

0 - 7 minutes	rounds off to 0 minutes
8 - 22 minutes	rounds off to 15 minutes
23 - 37 minutes	rounds off to 30 minutes
38 - 52 minutes	rounds off to 45 minutes
53 - 60 minutes	rounds off to 1 hour

For example:

The starting time of work at 7:53 AM is recorded as 8:00 AM.

The starting time of work at 8:07 AM is recorded as 8:00 AM.

The starting time of work at 8:08 AM is recorded as 8:15 AM.

The starting time of work at 7:52 AM is recorded as 7:45 AM.

Overtime

The daily overtime will be calculated automatically for the hours worked over 8 hours per day.

Leave Code

If you work less than 8 hours on the day of Doctor's Appointment or personal time off,
your clock in or clock out will be less than your normal time. Total hours for that day will be less than 8 hours. Therefore you may need to enter the difference of the 8 hours.

Ex. Before Lunch: 8:00 to 12:00 After Lunch: 1:00 to 3:00 Total hours: 6 hours,

Leave Taken: 2.00 Leave Code: SL or V

Leave Taken must be entered in **decimal format**.

Questions??? Please call our office at 909-537-7225

