

Timesheet examples

Partly completed normal working timesheet

Save
Copy from last period

Submit
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	Aug 3, 2014	Aug 4, 2014	Aug 5, 2014	Aug 6, 2014	Aug 7, 2014	Aug 8, 2014	Aug 9, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in	<input type="text"/>	7:30 AM	7:30 AM	7:30 AM	7:30 AM	7:30 AM	<input type="text"/>	
Time out	<input type="text"/>	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	<input type="text"/>	
Lunch (in hours)	<input type="text"/>	0.5	0.5	0.5	0.5	0.5	<input type="text"/>	
Total Straight Time	0	8	8	8	8	8	0	40
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	8	8	8	8	8	0	40

	Aug 10, 2014	Aug 11, 2014	Aug 12, 2014	Aug 13, 2014	Aug 14, 2014	Aug 15, 2014	Aug 16, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in	<input type="text"/>	7:15 AM	7:30 AM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Time out	<input type="text"/>	3:45 PM	4:00 PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch (in hours)	<input type="text"/>	0.5	0.5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Straight Time	0	8	8	0	0	0	0	16
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	8	8	0	0	0	0	16

Notes:

Save
Copy from last period

Click Save every day when you've entered your time, and click Submit when the two weeks are complete.

Overtime – please clear it with your COTR first

		Copy from last period							
		Jul 20, 2014	Jul 21, 2014	Jul 22, 2014	Jul 23, 2014	Jul 24, 2014	Jul 25, 2014	Jul 26, 2014	Total
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in			8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM		
Time out			5:00 PM	5:00 PM	5:00 PM	5:00 PM	8:00 PM		
Lunch (in hours)			0.5	0.5	0.5	0.5	1		
Total Straight Time	0	0	8.5	8.5	8.5	8.5	6	0	40
Overtime	0	0	0	0	0	0	5	0	5
<Special Leave> ▾									
Total	0	0	8.5	8.5	8.5	8.5	11	0	45
		Jul 27, 2014	Jul 28, 2014	Jul 29, 2014	Jul 30, 2014	Jul 31, 2014	Aug 1, 2014	Aug 2, 2014	Total
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in									
Time out									
Lunch (in hours)									
Total Straight Time	0	0	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0	0	0
<Special Leave> ▾									
Total	0	0	0	0	0	0	0	0	0
Notes:	<input type="text"/>								
		Copy from last period							

You don't have to do anything special to record overtime. If you work more than 40 hours in a week, the timesheet program automatically treats the extra hours as overtime.

Vacation

	Jul 20, 2014	Jul 21, 2014	Jul 22, 2014	Jul 23, 2014	Jul 24, 2014	Jul 25, 2014	Jul 26, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Time out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch (in hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Straight Time	0	0	0	0	0	0	0	0
Vacation	<input type="text"/>	8	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	8	4	0	0	0	0	12
	Jul 27, 2014	Jul 28, 2014	Jul 29, 2014	Jul 30, 2014	Jul 31, 2014	Aug 1, 2014	Aug 2, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Time out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch (in hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Straight Time	0	0	0	0	0	0	0	0
Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	0	0	0	0	0	0	0
Notes:	<input type="text"/>							

To enter vacation time, click the Special Leave dropdown and select Vacation. When the boxes appear, fill in the number of hours you are taking off.

Some vacation, some sick leave

	Jul 20, 2014	Jul 21, 2014	Jul 22, 2014	Jul 23, 2014	Jul 24, 2014	Jul 25, 2014	Jul 26, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Time out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch (in hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Straight Time	0	0	0	0	0	0	0	0
Vacation	<input type="text"/>	8	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12
Sick	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	8	8	0	0	0	0	16
	Jul 27, 2014	Jul 28, 2014	Jul 29, 2014	Jul 30, 2014	Jul 31, 2014	Aug 1, 2014	Aug 2, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Time out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch (in hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Straight Time	0	0	0	0	0	0	0	0
Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	0	0	0	0	0	0	0
Notes:	<input type="text"/>							

If you take more than one kind of leave during a pay period, just choose each type from the Special Leave menu and enter the number of hours.

Jury Duty

	Jul 20, 2014	Jul 21, 2014	Jul 22, 2014	Jul 23, 2014	Jul 24, 2014	Jul 25, 2014	Jul 26, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in		8:00 AM	8:30 AM	8:30 AM	8:00 AM	8:00 AM		
Time out		5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM		
Lunch (in hours)		0.5	0.75	0.5	0.75	0.5		
Total Straight Time	0	8.5	7.75	8	8.25	7.5	0	40
Jury Duty								0
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	8.5	7.75	8	8.25	7.5	0	40
	Jul 27, 2014	Jul 28, 2014	Jul 29, 2014	Jul 30, 2014	Jul 31, 2014	Aug 1, 2014	Aug 2, 2014	Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time in					8:00 AM	8:00 AM		
Time out					5:00 PM	4:00 PM		
Lunch (in hours)					0.5	0.5		
Total Straight Time	0	0	0	0	8.5	7.5	0	16
Jury Duty		8	8	8				24
Overtime	0	0	0	0	0	0	0	0
<Special Leave> ▾								
Total	0	8	8	8	8.5	7.5	0	40
Notes:	<div style="border: 1px solid black; padding: 5px;"> Jury duty July 28-30. Mailed in paperwork from state. </div>							

To enter jury duty time, click the Special Leave dropdown and select Jury Duty. When the boxes appear, fill in the time you spent on jury duty. Please send in the official notice you receive.

Parental Leave

	Jul 20, 2014	Jul 21, 2014	Jul 22, 2014	Jul 23, 2014	Jul 24, 2014	Jul 25, 2014	Jul 26, 2014	Total	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Time in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Time out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Lunch (in hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Total Straight Time	0	0	0	0	0	0	0	0	
Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Paternity Leave	<input type="text"/>	8	8	8	8	8	<input type="text"/>	40	
Overtime	0	0	0	0	0	0	0	0	
<Special Leave> ▾									
Total	0	8	8	8	8	8	0	40	
	Jul 27, 2014	Jul 28, 2014	Jul 29, 2014	Jul 30, 2014	Jul 31, 2014	Aug 1, 2014	Aug 2, 2014	Total	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Time in	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Time out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Lunch (in hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Total Straight Time	0	0	0	0	0	0	0	0	
Vacation	<input type="text"/>	0	0	0	8	8	<input type="text"/>	16	
Paternity Leave	<input type="text"/>	8	8	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	24	
Overtime	0	0	0	0	0	0	0	0	
<Special Leave> ▾									
Total	0	8	8	8	8	8	0	40	
Notes:	<div style="border: 1px solid black; padding: 5px;"> All paternity leave used as of July 30, 2014. </div>								
Save		Copy from last period							

To enter paid parental leave time, click the Special Leave dropdown and select the leave type. When the boxes appear, fill in the number of hours you are taking off.