

## How To Edit A Timesheet

1. Go to the Timesheets Folder
2. Open Timesheet Center
3. DOUBLE click on any specific timesheet box

**Timesheet Center**

Starting Date: 10/1/2014 | Review Period: Monthly | Refresh | < Prior | Next > | Sort | Re/Approve All

Ending Date: 10/31/2014

Supervisor: <All>

Workgroup: <All>

Emp. ID	Employee Name	Total	OT	10/01 Wed	10/02 Thu	10/03 Fri
0	Unassigned Unassigned (Default)					
11	Eric Mitchell (Shop)					
152	David Robinson (Shop)	12.05			8.65	9.00
154	Kenneth Lewis (Outside Sales)	15.15			8.95	3.45
155	Elizabeth Rivera (Shop)	2.75			0.65	1.10
156	Larry Johnson (Shop)					
157	Larry Morgan (Shop)	12.05			8.80	
158	Nancy Martinez (Shop)	18.85			9.00	3.45
159	Brian Green (Shop)	38.45			9.00	9.00
160	Ruth Lewis (Shop)	4.45			0.90	3.15
161	Deborah Collins (Shop)	3.55			3.05	0.20
162	Edward Morris (Admin)					
163	Linda Martinez (Office)					
164	Ronald Jackson (Shop)	46.10			8.65	9.00
165	Barbara Evans (Default)					
166	Larry Baker (Office)	33.05			8.30	9.00
167	Linda Brown (Shop)	7.75			4.50	0.70
168	Sharon Nelson (Shop)	43.85			9.00	10.00
169	Laura Miller (Admin)					

Legend:  
■ Missing  
■ < Scheduled  
■ > Scheduled  
■ Excused  
■ Paid Other  
■ Unexcused  
■ Unscheduled  
■ Pending  
■ Unsubmitted  
■ Planned Abs

5. Use this timesheet editing tool to insert, delete, or edit rows of activities/logs and approve it

**Timesheet**

Auto Update:  | Thursday, October 02, 2014 | Shift Date: 10/2/2014 | Schedule: 10/2/2014 7:00:00 AM to 10/2/2014 5:00:00 PM | Method:  Strict |  Show Customer |  Show Phase |  Show Stop Time

Workgroup: Shop | Supervisor: George

Employee: Robinson, David O | Emp. ID: 152 | Payroll Rule: Non-Exempt

Row Edit:

Category	Start Date/Time	Dur (Job) Hours	Description	(Activity) Description	Reg Hours
Wrk	10/02/2014 07:00 AM	1.95 (13035)	Engineering Building IV	(562) Staining	1.95
Sick	10/02/2014 08:57 AM	3.05 (13035)	Engineering Building IV	(567) Varnishing/Scuffing	3.05
Hol					
Vac					
Other	10/02/2014 12:00 PM	1.00 (00000)	Lunch	(000) Break	0
	10/02/2014 01:00 PM	1.90 (13035)	Engineering Building IV	(567) Varnishing/Scuffing	1.90
	10/02/2014 02:54 PM	0.00 (13063)	Electrical Distribution System, Phase 3	(567) Varnishing/Scuffing	0.00
	(00000) Clock Out	(000) Break	0	to	

Legend