

## How To Edit Timesheet Activities

1. Open up a timesheet
2. Double click on the activity box you'd like to change

Timesheet

Monday, November 03, 2014

Auto Update:  Revert Update Job Total

Workgroup: Supervisor: Shop: George

Employee: Collins, Deborah K Emp. ID: 161 Payroll Rule: Non-Exempt

Shift Date: 11/3/2014

Schedule: Start: 11/3/2014 7:00:00 AM Mins: Lunch: 11/3/2014 12:00:00 PM 60 Stop: 11/3/2014 5:00:00 PM Schedule Columns

Method:  Strict  Loose  Flex Show Customer Show Phase Show Stop Time

Row Edit: Insert Before Insert After Delete

Category	Start Date/Time	Dur (Job) Hours	Description	(Activity) Description	Reg Hours	Note
Wrk	11/03/2014 07:00 AM	1.55	(13220) Candlelight	(504) Millwork	1.55	
Sick	11/03/2014 08:33 AM	0.20	(13220) Candlelight	(522) Cabinet Assembly	0.20	
Hol						
Vac	11/03/2014 08:45 AM	0.00	(00000) Clock Out/Lunch	(000) Break	0	
Other						

Paid: Reg 1.75 OT1 0.00 OT2 0.00 Day 1.75 WK 1.75 Legend

Double Click

3. Use the list, find, or filter options to select the activity
4. Click "OK"

Select an Activity

Filter List:  Restrict To Budget

Class: <All> Group: <All>

Global Search:  Auto Search:

Find: 522 Reload Act Code Description

Quick Select: Break

- (422) Updating
- (423) Travel
- (440) Editing
- (441) Editing
- (500) Machining
- (501) CNC
- (502) Dimension Lumber
- (503) Edge-banding
- (504) Millwork
- (505) Inventory Production
- (520) Assembly
- (521) Face Frames
- (522) Cabinet Assembly

OK