

1. USER GUIDE

Weekly Time Sheet								
Employee Name					Date	<input checked="" type="radio"/> Week Ending <input type="radio"/> Week Starting		
Department					23-Jun-04			
Staff No.								
Date	Weekday	Start Time	Time Out	Time In	Time End	Total Hours	Cum. Hours	
17-Jun-04	Thursday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	7:30	
18-Jun-04	Friday	8:00 AM	1:00 PM	2:00 PM	5:45 PM	8:45	16:15	
19-Jun-04	Saturday	9:15 AM	12:45 PM	2:00 PM	5:45 PM	7:15	23:30	
20-Jun-04	Sunday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	31:00	
21-Jun-04	Monday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	38:30	
22-Jun-04	Tuesday	8:00 AM	12:45 PM	2:00 PM	5:45 PM	8:30	47:00	
23-Jun-04	Wednesday	8:00 AM	12:45 PM	2:00 PM	5:45 PM	8:30	55:30	
Total						55:30		
Weekly Standard Hours		35:30			Hours	Rate	Gross Pay	
					Standard	35:30	€10.00	€355.00
					Overtime	20:00	€15.00	€300.00
					Total			€655.00
Signed	_____							
Approved	_____							

Introduction

This simple Excel-based electronic time sheet records and calculates the hours worked each day of a seven-day week. Cumulative hours worked are also calculated.

Features

The time sheet incorporates the following features:

- Option to set week-ending or week-starting date.
- Dates and days-of-the-week are automatically calculated and displayed.
- Choice of 12-hour or 24-hour time formats.
- Allows for daily check-in and check-out for lunch.

- Handles shifts that span two days, i.e. night shifts.
- Calculates actual hours worked each day.
- Calculates a running total of the cumulative hours works from the beginning of the week.
- Allows the user to specify the number of standard hours in a week.
- Calculates the overtime hours worked in excess of the standard hours for the week.
- Produces user-friendly print format.
- Facilitates signature and approval signoff.

User Instructions

Note data entry cells are indicated by a red border.

1. Enter the **Employee's Name**, **Department** and **Staff No.**
2. Enter the relevant **Date** and specify the **Date** as being **Week Ending** or **Week Starting** by clicking on the appropriate box.
3. The **Dates** and **Weekdays** (columns 1 & 2) are automatically calculates and displayed.
4. For each working day, enter **Start Time**, **Time Out/Time In** (lunch) and **Time End**. The format is hours and minutes "**HH:MM**". Time can be entered using the 24 hour format and will be displayed in AM/PM format, e.g. 14:30 will be displayed as 2:30 PM.

If the time is entered in AM/PM format the format should be HH:MM, followed by a single space and either AM or PM as appropriate.

Note a colon ":" rather than a decimal point "." should be used between the **HH** and **MM** when entering times.

5. The **Total Hours** for the day and the **Cumulative Hours** worked for the week-to-date are calculated and displayed.
6. The **Standard Hours** to be worked for the normal week may be entered. If the **Weekly Standard Hours** has been entered, the actual hours worked at **Standard Rate** and at **Overtime Rate** are calculated and displayed.
7. If appropriate, the completed **Time Sheet** can be printed and the hard copy can be signed and approved. Alternatively, the completed **Time Sheet** can be forwarded electronically as an email attachment.