



## Web TimeSheet Quick Start Guide


### Entering Data in a Timesheet – Time & Attendance Edition

This guide provides information on how to enter time in Standard and In-out format timesheets for those using Web TimeSheet Time & Attendance Edition.


#### Selecting a Timesheet Entry Format

If you have permission to use both the **Standard** and **In-Out** timesheet formats, you can select your preferred format by changing your user preferences. To do so:

1. Select **Settings** from the top, right-hand corner of Web TimeSheet.
2. From the **Timesheet format** field, select one of the following options:
  - **Standard** – Select this option if you would like to enter the number of hours you worked.
  - **In-Out** – Select this option if you would like to record when you began working and when you finished working.

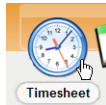
 Your administrator may have assigned you a “Locked” In-out timesheet. If you are using the Locked version:

- You must punch in and out when, respectively, you start and stop working on a task
- You cannot edit your in and out times


 The appearance of your timesheet (for example, which columns appear) depends on how your organization has set up your timesheet and on your permissions and preferences.

#### Entering Time

1. **Open your timesheet by selecting Timesheet from the top menu.**






Your current timesheet displays in the format specified by your permissions and preferences.

 If you are using an In-out timesheet, each day of the timesheet period has its own entry page. If today’s entry page does not display automatically, select today’s date from the calendar in the side menu.

2. **Enter the number of hours you worked.**

- a. If your timesheet has an **Activity** column, select an activity to enter time against, if applicable.

	Activity	S 22	M 23
	< None >		
	< None >		
	General Admin		
	Hiring		.00
	Meeting		
	Performance Review		
	Training		



b. If you are using a/n:

- **Standard timesheet**, enter hours in time entry fields

M	T	W	T	F
8.00				
		8.00		
			4.00	
			4.00	

- **In-out timesheet**, enter data in the **In**, **Out**, or **Hours** fields\*\*

	In	Out	Hours	Activity
	12:00 AM	8:00 AM	8.00	General Admin
	8:00 AM			Training
				Add Row

\*\*Before you can submit a timesheet, the **In** time, the **Out** time, and the **Hours** worked fields must be completed. If you enter data in any two of these fields, Web TimeSheet will calculate the third field automatically.

- ☐ Web Timesheet highlights overlapping in and out times with a red line. Depending on your permissions, you may be required to fix the overlapping time before saving or submitting your timesheet.



If you are using a Locked In-out timesheet, enter in and out times by selecting the **Punch In** and **Punch Out** buttons. You cannot edit these in and out times.

- ☑ If the page scrolls and you can no longer see the task information, refer to the row details in the field's box.

You may save, but not submit, partial data in your timesheet.

Time is entered in either HH:MM format or decimal format, depending on which format is selected on your **Config** page.

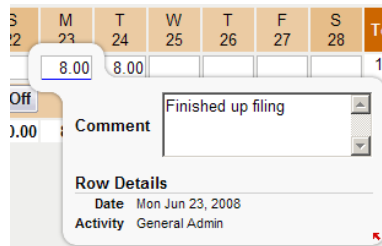
### 3. Use the stopwatch, if desired

If available, the stopwatch allows you to record the exact number of hours and minutes you worked on a task/activity in a Standard timesheet  or in an In-out timesheet . For information on how to use the stopwatch, refer to the Web TimeSheet online help.

### 4. Add comments

If you are using a/n:

- **Standard timesheet**, click in a time entry cell. Enter information in the **Comments** field of the box that displays.



- ☑ A blue line displays at the base each cell for which comments have been entered. Click a cell to view previously-entered comments.

You can maximize or minimize the box by selecting the small red arrow on the corner of the box.

**Row Details** allow you to identify which activity has been selected for that row, even if the **Activity** field is not visible.

- **In-out timesheet**, enter text directly in the **Comments** field for each task row.

**5. Enter time off, if required**

Depending on how your system is set up, you may be able to enter time off you have taken for certain time off types during the current timesheet period.

- You may also be able to book future time off from your timesheet. For more information on booking time off, refer to the *Web TimeSheet Quick Start Guide for Booking Time Off*.

To enter time off:

- c. Select the **Add Time Off** button to add time off rows.



- d. Select a time off type from the drop-down list that displays. Only time off types that do not require booking (as determined by your administrator) will appear on this list.



- e. Enter the hours you took off against that time off type.

**6. Enter additional information**

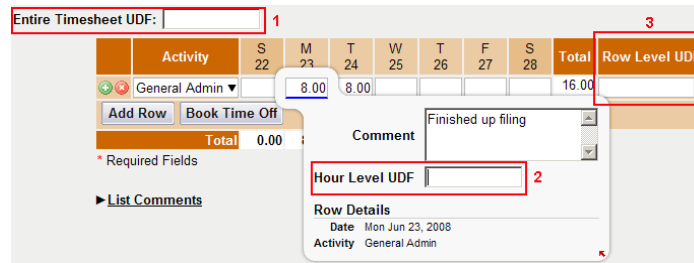
Additional information can be added to user defined fields (UDFs), if these appear on your timesheet.

There are three kinds of UDFs:

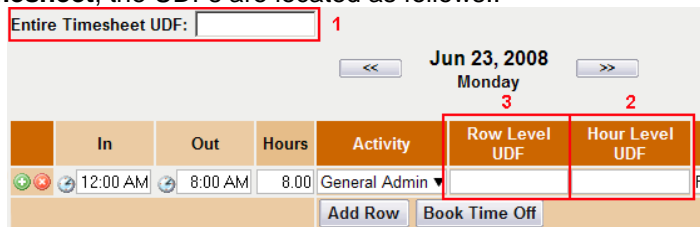
	UDF Type	Data applies to...
1	Timesheet	The entire timesheet
2	Hour Level	The actual hours entered for a particular task and date
3	Row Level	A task row

If you are using a/n:

- **Standard Timesheet**, the UDFs are located as follows:



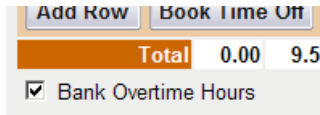
- **In-out Timesheet**, the UDFs are located as follows::





**7. Bank time, if desired (if available).**

Enable the **Bank if possible** check box to bank all overtime hours for that timesheet period against the **Time Off in Lieu** time off type.



Time will be banked at the rate you would be paid for that overtime. For example, if you are paid time and a half for any hours worked in excess of 8 per day, and you work 10 hours in a day, you would be able to bank 3 hours (2 hr x 1.5) of overtime for that day. You can use this banked time for booking time off.


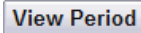

Even if you disable this option, some of your overtime may still be banked automatically.

You can view a summary of how regular, overtime and banked hours were calculated by selecting **Details** from the top corner of the timesheet.

Total Hours:	53.00
Overtime Hours:	0.00
Banked Hours Deposited:	21.00
<a href="#">Details</a>	



Time By Pay Code		
Regular Time @1.00		40
Total		40.00
Banked Time		
Banked		Deposited
10.00	@1.50	15.00
3.00	@2.00	6.00
Total Deposited		21.00

- 8. Select the  **Save** button to save your timesheet data at any time during the time entry process, and before exiting your timesheet.
- 9. If you are using an In-out timesheet, select the  **View Period** button. A summary of time entered for all the days in the timesheet period will display.
- 10. Select the  **Submit** button to submit your completed timesheet.

**Additional Resources**

For further information on this topic, refer to the Web TimeSheet online help, or contact Replicon Customer Support using one of the following methods:

**Direct Phone:** 403-262-6519 ext 3

**Toll-Free Phone:**  
 North America: 1-877-862-2519  
 Europe/New Zealand: 00-800-8622-5192  
 Australia: 0011-800-8622-5192

**E-mail:** [support@replicon.com](mailto:support@replicon.com)

**Web-Based Form:** [www.replicon.com/Support/RequestHelp.aspx](http://www.replicon.com/Support/RequestHelp.aspx)

**Fax:** 403-233-8046