



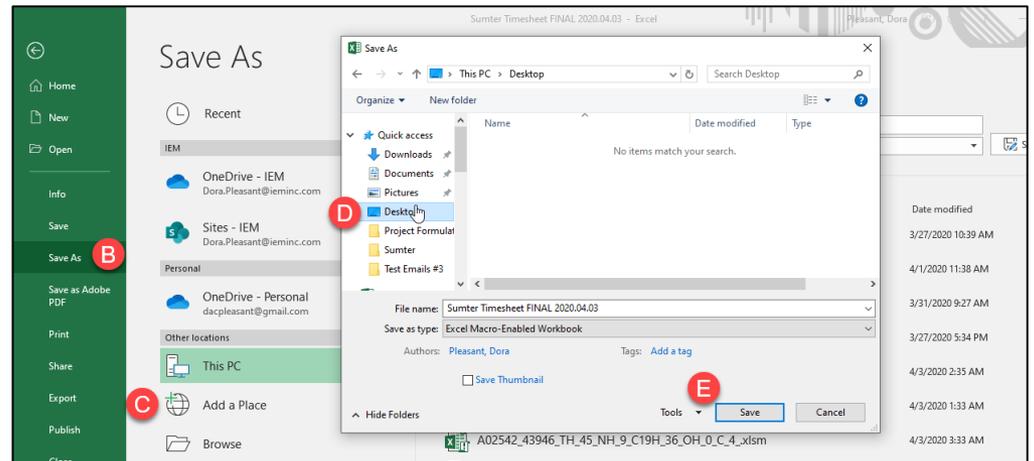
SUMTER COUNTY SCHOOL DISTRICT

COVID-19 Timesheet Instructions

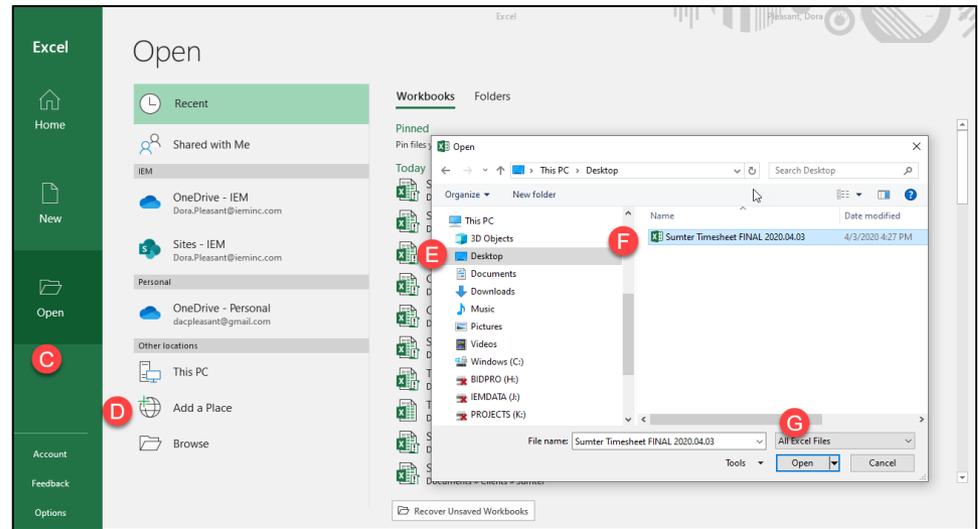
April 03, 2020

Download & Save the Timesheet Template File

1. Download the timesheet template file found <https://www.sumter.k12.fl.us/Page/252>
2. Save this template to your Desktop
 - A. From within Excel, select File
 - B. Select Save As
 - C. Select “Browse” or “This PC”
 - D. Select “Desktop” which is usually found under “Quick Access” at the top of your directory listing.
 - E. Press Save. Note do not change the file name.



Open the Timesheet Template



- A. Click on the Windows button to display the list of programs and applications on your computer
- B. Launch Excel by double clicking Excel from the list of programs on your computer.
- C. Select “Open”
- D. Select “Browse” or “This PC”
- E. Select “Desktop” which is usually found under “Quick Access” at the top of your directory listing.
- F. Select the “Sumter Timesheet FINAL 2020.04.03” file
- G. Press OPEN.

Daily: Populate the Timesheet

SUMTER COUNTY SCHOOL DISTRICT

Weekly Timesheet

By signing this time sheet I certify that I have carefully reviewed this time sheet and that the hours reported on this time sheet, including all dates, start and stop times, activity type, tasks, work locations and comments, are accurate.

Week Start Date: [C]

Week End Date: [C]

Total Hours: [C]

Expected Total Hours: [C]

Expected Total Hours - Total Hours: [C]

Total Normal Hours: [C]

Total COVID-19 Hours: [C]

Total Other Hours: [C]

Activity Hour Equal Total Hours: [C]

Type Signature: _____

Date Signed: 4/3/2020

Date	Start Time	End Time	Total Time	Activity Type	Task	Work Location	Comments
[D]	[E]	[F]	[G]	[H]	[I]	[J]	[A]

Instructions

Note: If you get a Macro Disabled Notice - Enable Macros

1. Select **Week ends** date from the drop down menu.
2. Type **User Name** or select from dropdown menu
3. For each day worked, enter **DATE** worked
4. Enter **START TIME** and **END TIME**
Format: Hour:Minute AM or PM

Note: If you enter a day prior to the start or after the end dates you will get an error message.

- A. Review the instructions
- B. From the drop down, select your User ID
- C. From the drop down, select the pay ending date
- D. Enter the date worked
- E. Enter activity start time
- F. Enter activity end time
- G. From drop down, choose activity type
- H. From drop down, choose task
- I. From drop down, choose work location
- J. Enter comments to support COVID-19 and Other activities

Daily: Review Timesheet for Errors

SUMTER COUNTY SCHOOL DISTRICT

Weekly Timesheet

Week Start Date: 4/5/2020
 Week End Date: 4/11/2020
 Total Hours: 12.00
 Expected Total Hours: 32.00
 Expected Total Hours - Total Hours: **Fail**
 Total Normal Hours: 11.50
 Total COVID-19 Hours: 0.50
 Total Other Hours: -
 Activity Hours Equal Total Hours: **Pass**

By signing this time sheet I certify that I have carefully reviewed this time sheet and that the hours reported on this time sheet, including all dates, start and stop times, activity type, tasks, work locations and comments, are accurate.

Type Signature: _____
 Date Signed: 4/3/2020

Date	Start Time	End Time	Total Time	Activity Type	Task	Work Location	Comments
4/6/2020	7:00 AM	7:30 AM	0.50	Normal Assigned Duties	Pisanoing	Work from home	
4/6/2020	7:30 AM	11:00 AM	3.50	Normal Assigned Duties	Curriculum work	Work from home	
4/6/2020	11:00 AM	11:30 AM	0.50	Normal Assigned Duties	Lunch/Break	Work from home	
4/6/2020	11:30 AM	2:30 PM	3.00	Normal Assigned Duties	Curriculum work	Work from home	
4/6/2020	2:30 PM	3:00 PM	0.50	COVID-19	Meeting Other	Work from home	Comment Explaining COVID-19 or Other Activity is Required

Instructions:
 Note: If you get a Macro Disabled Notice - Enable Macros
 1. Select **Week ends** date from the drop down menu.
 2. Type **User Name** or select from dropdown menu
 3. For each day worked, **enter DATE** worked
 4. **Enter START TIME and END TIME**
 Format: Hour:Minute AM or PM

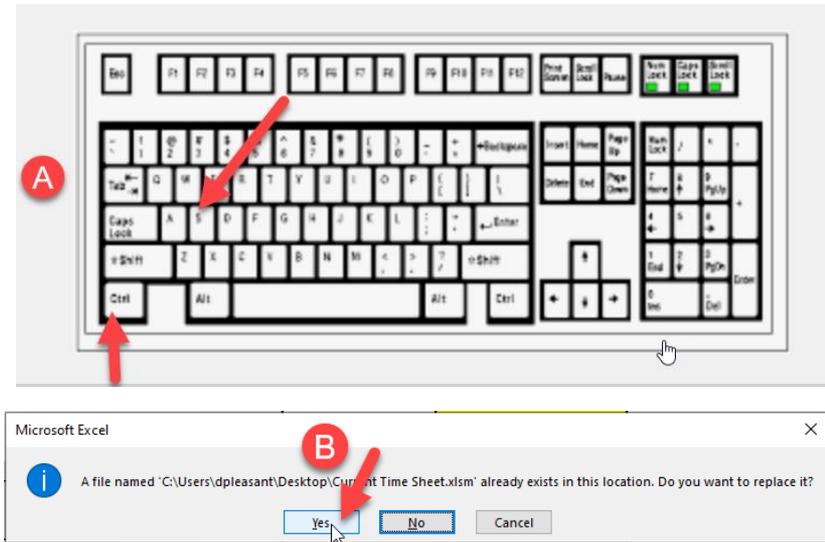
A. Your standard expected hours are listed here.

B. Until you reach your standard expected hours “Fail” will appear here. At the end of the week, this should turn to “Pass” as presented in C below.

C. The total of your Normal, COVID-19 and Other hours should equal the Total Hours. If they do you will see “Pass” here. If they don’t you will see “Fail” (presented as in B above). If you see “Fail” it means that you did not select an “Activity Type” (see G on the previous slide) for one or more of the time entries.

D. Comments are required for all COVID-19 and Other time entries.

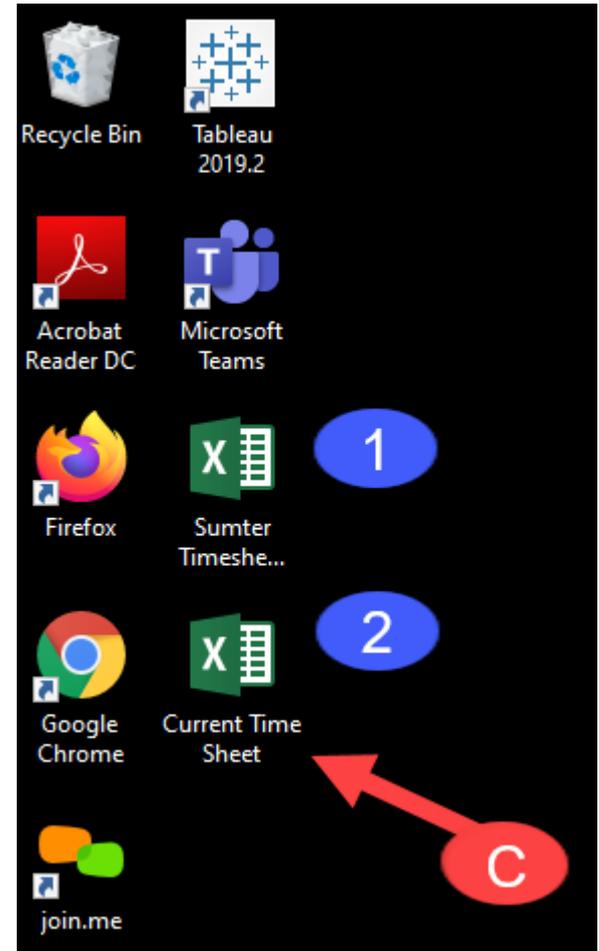
Daily: Save Timesheet



- A. Save time sheet daily time sheets, pressing the CTRL +s keys.
- B. After you save the timesheet the first time, you will get a message indicating a file with the same name already exists, select "Yes" to save over the existing file.
- C. The file will be saved on your desktop as "Current Timesheet"

Note there are now two timesheet files on your desktop:

1. The Sumter Timesheet 2020.04.03 template file and
2. The Current Timesheet file.



Weekly: Review Timesheet for Errors

SUMTER COUNTY SCHOOL DISTRICT

Weekly Timesheet

Week Start Date: 4/5/2020
 Week End Date: 4/12/2020
 Total Hours: 12.00
 Expected Total Hours: 32.00
 Expected Total Hours - Total Hours: **Fail**
 Total Normal Hours: 11.50
 Total COVID-19 Hours: 0.50
 Total Other Hours: -
 Activity Hours Equal Total Hours: **Pass**

By signing this timesheet I certify that I have carefully reviewed this timesheet and that the hours reported on this timesheet, including all date start and stop times, activity type, tasks, work locations and comments, are accurate.

Type Signature: _____
 Signed Timesheet: **Fail**
 Date Signed: 4/5/2020

Date	Start Time	End Time	Total Time	Activity Type	Task	Work Location	Comments
4/6/2020	7:00 AM	7:30 AM	0.50	Normal Assigned Duties	Planning	Work from home	
4/6/2020	7:30 AM	11:00 AM	3.50	Normal Assigned Duties	Curriculum work	Work from home	
4/6/2020	11:00 AM	11:30 AM	0.50	Normal Assigned Duties	Lunch/Break	Work from home	
4/6/2020	11:30 AM	2:30 PM	3.00	Normal Assigned Duties	Curriculum work	Work from home	
4/6/2020	2:30 PM	3:00 PM	0.50	COVID-19	Meeting Other	Work from home	Comment Explaining COVID-19 or Other Activity is Required

Weekly Time Sheet

A. Your standard expected hours are listed here.

B. Until you reach your standard expected hours “Fail” will appear here. At the end of the week, this should turn to “Pass” as presented in C below.

C. The total of your Normal, COVID-19 and Other hours should equal the Total Hours. If they do you will see “Pass” here. If they don’t you will see “Fail” (presented as in B above). If you see “Fail” it means that you did not select an “Activity Type” (see G on the previous slide) for one or more of the time entries.

D. Comments are required for all COVID-19 and Other time entries.

E. Make sure you sign your timesheet. Once signed, the “Fail” will become “Pass” here

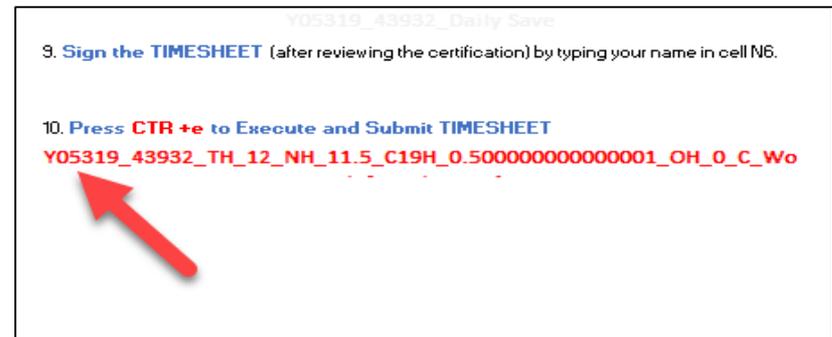
Weekly: Validate File Name

- Review cell M30 of the timesheet.
- In this cell, is the name that will be applied to your timesheet when you submit it.
- If the name starts with “F” it means that one of the two “Pass / Fail” indicators on the timesheet (see B and C on the prior slide) is reading “Fail”.
- When your file name starts with an “F” it means the file cannot be processed properly. In this case, you need to fix the errors before you save and submit the weekly timesheet.

Improperly named file starts with “F” and looks like:



Properly named file starts with the User ID and looks like:



Weekly: Sign Timesheet

A. To sign the timesheet, manually type in your name in Cell N6 of the timesheet.



**SUMTER COUNTY
SCHOOL DISTRICT**

User Name: **Y05319**

Employee Name: [Redacted]

Assigned Location: [Redacted]

Employee e-mail: [Redacted]

Manager: [Redacted]

Manager e-mail: **William.Suber@SUMTER.K12.FL.US**

Weekly Timesheet

Week Start Date: 4/5/2020

Week End Date: 4/11/2020

Total Hours: 46.50

Expected Total Hours: 32.00

Expected Total Hours - Total Hours: **Pass**

Total Normal Hours: 17.50

Total COVID-19 Hours: 29.00

Total Other Hours: -

Activity Hours Equal Total Hours: **Pass**

By signing this time sheet I certify that I have carefully reviewed this time sheet and that the hours reported on this time sheet, including all dates, start and stop times, activity type, tasks, work locations and comments, are accurate.

Type Signature: Employee Signature

Date Signed: Pass

Signed Timesheet: Pass

Date Signed: 4/3/2020

Date	Start Time	End Time	Total Time	Activity Type	Task	Work Location	Comments
4/6/2020	7:00 AM	7:30 AM	0.50	Normal Assigned Duties	Planning	Work from home	
4/6/2020	7:30 AM	11:00 AM	3.50	Normal Assigned Duties	Curriculum work	Work from home	
4/6/2020	11:00 AM	11:30 AM	0.50	Normal Assigned Duties	Lunch/Break	Work from home	
4/6/2020	11:30 AM	2:30 PM	3.00	Normal Assigned Duties	Curriculum work	Work from home	
4/6/2020	2:30 PM	3:00 PM	0.50	COVID-19	Meeting Other	Work from home	C: [Redacted]

Instructions

Note: If you get a Macro Disabled Notice - Enable Macros

1. Select **Week ends** date from the drop down menu.
2. Type **User Name** or select from dropdown menu
3. For each day worked, **enter DATE** worked
4. **Enter START TIME and END TIME**
Format: Hour:Minute AM or PM

Weekly: Save and Submit the Timesheet

- A. Save Timesheet, pressing the **CTRL + e** keys.
- B. The file will be saved on your desktop with a file name that should start with your User ID. Note there are now three timesheet files on your desktop:
 1. The Sumter Timesheet 2020.04.03 template file and
 2. The Current Timesheet file.
 3. A Copy of Your Submitted timesheet. Note this will be a PDF file and not an excel file. You can delete this file if you wish.
- C. Your time sheet will be sent to the appropriate personnel responsible for process COVID-19 time. You will receive a copy of the email. The file saved on your desktop will be included in the email.

