Instructions: Following are instructions for completing the timesheet electronically. All boxes that are shaded will automatically calculate when the form is completed electronically.

- **Employee Name:** Record your last name (comma) first name and middle initial. Example: Doe, John
- **Empl ID:** Enter your 8-digit, numeric identification code. Example: 01020000
- **Pay Period Begin and End Date**: Record the dates of the pay period covered by this timesheet. Example: 8/23/09 to 9/5/09
  Note: Enter the begin and end date and the dates associated with each day of the pay period will auto-populate.

- **Time In/Out**: Record the actual times in/out for each day you worked (Except for hours worked on a holiday). Example: Time In 7:30 AM and Time Out 11:35 AM, time in 12:35 PM, time out 4:30 PM. Note: When completing the time sheet electronically, times recorded must include "AM" and "PM" (NO PERIODS) and there must be a space

- **Paid Holiday** (not worked) (Benefit Eligible Employees ONLY): Record the number of holiday hours for which you should be paid based on your FTE. Example: 100% FTE=8 hours 75% FTE =6 hours. If you are unsure of your FTE, please check with your

- **Overtime (DF0)**: Record any hours worked that are eligible for shift differential