ENTER TIME – WORKTAGS

vevious Wee	Next Week				Select a Worktag for each row of time being submitted to associate the type
2 items	*Time T	fune	Time Off Reason	la la	work being charged.
Θ	× Exempts Regular	:=		08:00 AM	Categories Include:
Θ	Exempta: Regular			01:00 PM	Grants PCA
• Thu, 12 itema	11/19			_	 MSP: Overtime Types Shift Differentials MSD: Additional Job Rates
	Quantity Unit	Por	sition	Worktags	Remote Work Location
	4 Hours			100	Manager Approved
	4 Hours				

ENTER TIME – WORKTAGS

wed,	k Next Week					Clic the app	k di bea	on ' op ars.	'PCA" when down menu		ŶШ
(+)	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity		Unit	Worktags	Comment	
Θ	🗙 Exempts: Regular 📃		08:00 AM	12:00 PM	Meal	v	4	Hours	kearch 📃		
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Thu,	6/21								MDE PCAIs > MSP: Overtime/Comp Time > Reasons > Shift Differentials >		Ŷ
۲	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity		Unit	PCA >	mment	-
Θ	Exempts: Regular				Meal		0	Hours	MSD: Add Job Rates >		
Θ	Exempts: Regular				Out		0	Hours	Manager Approved >		
									Holiday/Other Premium Pay		

9.0

ENTER TIME – WORKTAGS

Words Next Week PCA: MSDE A1328 - A100 MPROVING TEACHER QUALITY 6798 Weds 6/20 Rems Weds 6/20 PCA: MSDE A2008 - A200 GENERAL FUND 1008 * Time Type Time Off Reason Na Quat Quantity PCA: MSDE A3018 - A300 GENERAL FUND INDIRECT COST * Time Type Time Off Reason In Quat Quantity Unit PCA: MSDE A3518 - A400 GENERAL FUND * X Exempts: Regular D830 AM 1200 PM Meal 4 Hours Meal/th	Juna 4 Jun 20 - 26, 2018			P	CA menu will app	ear	-	PCA: MSDE: A1128 - A100 BRKTHRGH CTR: SPEC PIN
Items Items <th< th=""><th>vious Week Next Week Wed, 6/20</th><th></th><th></th><th></th><th></th><th></th><th></th><th>PCA: MSDE: A1328 - A100 IMPROVING TEACHER QUALITY 6798 PCA: MSDE: A2008 - A200 GENERAL FUND 1008 PCA: MSDE: A3018 - A300 GENERAL FUND</th></th<>	vious Week Next Week Wed, 6/20							PCA: MSDE: A1328 - A100 IMPROVING TEACHER QUALITY 6798 PCA: MSDE: A2008 - A200 GENERAL FUND 1008 PCA: MSDE: A3018 - A300 GENERAL FUND
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	⊖ X Exempts: Regular Ξ		08:00 AM	12.00 PM	Meal	v	4 Hours	GENERAL FUND

Copy Time Entered From a Previous Week's Timesheet

ENTER TIME – TIMESHEET OVERVIEW

Nor	v 18 - 24, 201 vk Next	5 Week						8 8	B 0 0	
Wed,	11/18									•
0		*Time	Гуре	Time Off Reason	In		Out	Out Re	ason	
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Thu,	11/19									4
	Quantity	Unit	Posit	tion	Worktags	Cor	mment	St	atus	
1	4	Hours			=	1		Approved		
1	4	Hours	Copy time f	from a previous				Approved		

To Copy PCA Codes from Previous Week's Timesheet

ENTER TIME – TIMESHEET OVERVIEW

- Auto-fill from Prior Week			
Annot are of the weeks batton to copy its time bitstic to the numerit week. You can then note at Weeks Derive France (011002200) Start Date	langen in the organi form broots as necessary		
el Danse : 00/02/2018 Hann Week : (\$1/25/2018 - 03/31/2018	Select the week to duplicate	beak	۷mJ
45.05 Pours	Europein, Augular	MODE, BEARS-BIOCHEDRECT COT 2005	3
	This box must be checked in ord to duplicate Worktags.	er	

ENTER TIME OFF - WORKTAGS

Employees should <u>NOT</u> enter a Worktag for paid or unpaid time off from work.



- Administrative Leave
- Annual Leave
- Compensatory Time
- Cash Overtime (FLSA) Compensatory Time

- Compensatory Exempt/Non-Exempt
- Holiday Time
- Leave Bank/Donation Time
- Personal Leave