



Online Time Sheet Instructions

The new Online Time Sheet provides intelligent fields that accurately collect and validate the information that payroll needs to process your paycheck. The Online Time Sheet can be found on our website at www.bluesuninc.com/online-timecard.html.

The fields in the time sheet are divided into five logical sections:

- **Employee** – fields used to identify who you are
- **Employer** – fields needed to identify who you worked for
- **Time** – week ending date, and the hours worked table
- **Notes** – a place to allow you to provide any additional details to payroll
- **Signature** – field to acknowledge that the information entered is true

Also, the fields that are required will have the word *Required* directly below them.

Employee

The employee section, shown in figure 1, has four required fields. The top two are fields for your first and last name, and the lower fields are for your phone number and email address.

Employee

First Name <input type="text" value="John"/> <i>Required</i>	Last Name <input type="text" value="Smith"/> <i>Required</i>
Phone <input type="text" value="(541) 123-4567"/> <i>Required</i>	Email <input type="text" value="someone@example.com"/> <i>Required</i>

Figure 1

Employer

The employer section, shown in figure 2, has five fields of which four are required. The top field is for providing the name of the company your assignment is with. The second row is for the manager's name, and the bottom row their phone number (optional) and their email address.

Employer

Company Name	
<input type="text" value="Acme Inc."/>	
<i>Required</i>	
Manager First Name	Manager Last Name
<input type="text" value="Smith"/>	<input type="text" value="Smith"/>
<i>Required</i>	<i>Required</i>
Phone	Email
<input type="text" value="(541) 123-4567"/>	<input type="text" value="someone@example.com"/>
	<i>Required</i>

Figure 2

Time

The top field of the time section is shown in figure 3. The field specifies the week end date that the time sheet is recording information for. When this field gets the focus to change the week ending date, it opens the week picker widget shown in figure 4.

Week Ending

Figure 3

(541) 123-4567	<input type="text" value="someone@example.com"/>																																																	
<div style="border: 1px solid #ccc; padding: 5px;"><p style="text-align: center;"><< September 2019 >></p><table border="1" style="width: 100%; text-align: center;"><thead><tr><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th><th>Su</th></tr></thead><tbody><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr style="background-color: #e0f0ff;"><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr></tbody></table></div>	Mo	Tu	We	Th	Fr	Sa	Su	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	<i>Required</i>
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<input type="text" value="09-29-2019"/>																																																		

Figure 4

To select a week, click on one of the days. To move back a month click on << button to the left of the month and year heading, and to move forward a month click on the >> button to the right of the month and year heading. To close, click on the red "X" in the upper right corner, or start working on another field.

The second item in the time section is the table shown in Figure 5. This table is where you enter the hours worked during the week.

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Regular Hours	Overtime Hours	Paid Time Off	Total
<input type="checkbox"/> Monday	09-23-2019								0.00
<input type="checkbox"/> Tuesday	09-24-2019								0.00
<input type="checkbox"/> Wednesday	09-25-2019								0.00
<input type="checkbox"/> Thursday	09-26-2019								0.00
<input type="checkbox"/> Friday	09-27-2019								0.00
<input type="checkbox"/> Saturday	09-28-2019								0.00
<input type="checkbox"/> Sunday	09-29-2019								0.00

Regular Hours: 0 Overtime Hours: 0 Paid Time Off: 0 Total Overall Hours: 0

Figure 5

To have a day in the week contribute to the hours worked, enable it by checking the checkbox next to the day label. This will enable the Time In, Lunch Out, Lunch In, Time Out, and Overtime Hours fields. Unchecking the checkbox will disable the day from participating in the hours worked for the week, and they will revert to the blank disabled state. However, they will remember their current values, which will show back up if the day is enabled again by checking the checkbox.

The Time In, Lunch Out, Lunch In, and Time Out fields utilize a time picker illustrated in Figure 6

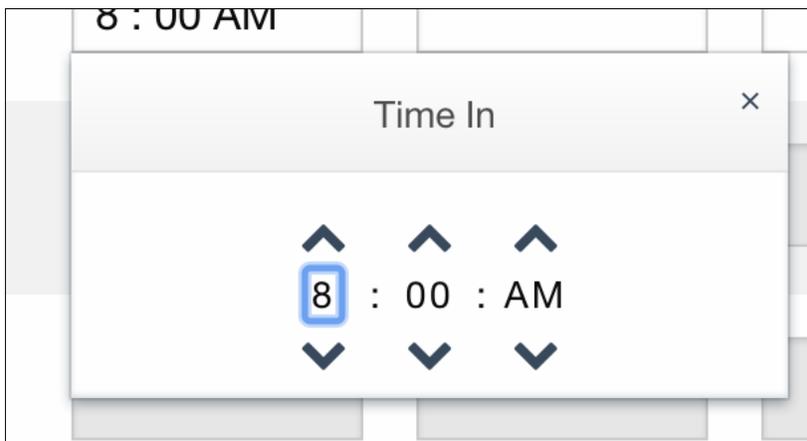


Figure 6

to aid in setting their time value. Clicking on the  above time element will increase its value and clicking on the  below the time element will decrease its value. This can be done with the keyboard with the cursor movement keys. Also, it is possible to type the time in with the digit keys. The lunch in/out fields have an initial no time setting that is shown blank in table and as “-” for the digits. To clear the lunch times back to that state, click on the clear (CLR) button in the picker’s top left corner. The picker will automatically close when one starts working with another field and can also be closed by clicking the “X” in the upper right corner.

The Regular Hours, and Total time fields are automatically computed. If any of the hours worked that day is known to be overtime, those hours can be entered into the Overtime Hours field.

The Paid Time Off field is where one can enter hours to use any paid time off that they have accumulated. Unlike the other fields, the Paid Time Off field are always enabled, which allows one to enter time for days that otherwise would have no hours.

At the bottom of the table is a row of total hours that is automatically computed.

Notes

This field located bellow the time section, allows one to enter any additional data that payroll may need to know about.

Signature

This required field is where you type your name, as legal signature to declare that the information entered in the above fields is true to the best of your knowledge.

Submitting

After verifying that everything is entered properly, and there are no red fields, press the blue “Submit” button to send in the timecard. When timecard is submitted, an email with the timecard is sent to your supervisor for authorization, and to Blue Sun Inc’s payroll. Also, a copy will be emailed to you for your own records.