Helpful Macro Buttons in the Template

Where can I download the new timesheet?

Inside ARB Webpage

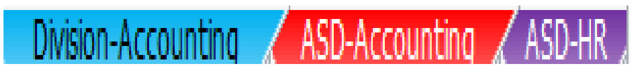
http://inside.arb.ca.gov/forms/forms.htm#Human_Resourcess (Copy & Paste URL)

and

http://www.arb.ca.gov/personnel/hrforms/hrforms.htm

Red flags through-out the timesheet have helpful hints if you hover the mouse over them.

The template has 3 color coded tabs:



Employees will fill out the first tab “Division Accounting”. The other 2 tabs will self populate. All 3 pages must be printed and submitted to ASD.

1) Division-Accounting – Employee and Accounting Copy
2) ASD-Accounting – Accounting Branch Copy for time reporting in CALSTARS
3) ASD HR – Human Resources Copy for leave hours reporting

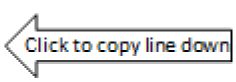
Instruction Notes:

- The Division-Accounting worksheet is used to fill in the hours worked and leave taken. The ASD-Accounting and ASD-HR worksheets will automatically populate based on data entered on the Division-Accounting worksheet.

- The **timesheet is due** to ASD on the **first working day of the pay period.**

- *Precaution:* **Do not Copy, Cut, Move, or Paste** data when completing your timesheet. The worksheets have dynamic links and formulas, therefore using those features may corrupt the calculations and your timesheet.

- The Division-Accounting tab has macro buttons to help employees with various functions:

    - 

Optional guide button - this button is useful for fulltime employees with one line task and employees under approved Alternate Work Week Schedule with one line task. Keep in mind that employees still have to ensure accuracy of attendance/ leave and overtime recorded and change the information as necessary when using this button.

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Appendix 2

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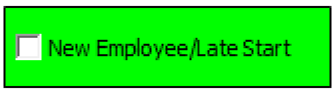
This button is checked off when an employee is submitting a REVISED timesheet. It may be necessary for employees to submit revised timesheets to adjust a previous month's time reporting.

- If you check the box, **REVISED** will be reflected in the Accounting and HR copies of the timesheet (tab to ASD Accounting and ASD-HR copy to see). The employee and supervisor must re-sign and re-date the adjusted timesheet. It is also helpful to identify the timesheet as revised at the top of the timesheet in red.

- 

- This will be used by any new employee filling up the timesheet for the first time. This will help Accounting and HR know why their time will not equal to the required number of hours for the month.

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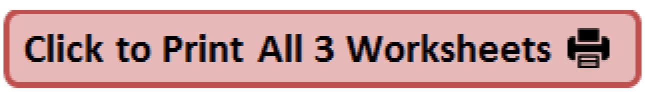
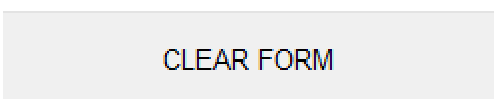
- This button expands the worksheet to accommodate additional lines for tasks/time reporting. Additional columns will result in having the employee worksheet printed in 2 pages.

- 

Use to print all sheets when ready to submit.

- 

This button aids employees in deleting data inputted on the task starting at line 12. Another way of deleting previous entries is to highlight sections such as the hours worked grid and absent hour grid.

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should be checked if no leave credit is used for the month.

- Timesheets submitted with white-out, or written modifications will not be accepted as a valid time reports.