



## TIMESHEET TAB

### GRANTS/AWARDS

Under the Grants/Awards column; indicate the grant activity to charge your wages and related benefits.

DATE	TIME ALLOCATION	GRANTS/SAWARDS	IN DATE	FROM	TO	TOTAL
SAT 24		No Data				
SUN 25		No Data				
MON 26	EmgMed/60.S6090.H	ASPR	Mon 26	e 8:00a	e 12:00p	4:00
	EmgMed/60.S6090.H		Mon 26	e 1:00p	e 5:00p	4:00
					Day Total:	8:00

Use the  add note on the day to add the “description of activity”.

Use the  magnifying glass to select the grant or sponsored award to allocate your time for the period indicated. Note, in the example above; 4 hours was assigned to the emergency preparedness grant. Also for clarification, if you hover over the name of the grant/sponsored award, you will be able to see a description of the grant.

### Lookup

- Grants/Sponsored Awards
  - Allegan County MCI (ACMCI)
  - Cystic Fibrosis (CF)
  - EMSIS
  - MCA
  - MEDC Match (MEDC)
  - MKT
  - MKT-ASPR (ASPR)
  - MKT-NDLS (NDLS)
  - MKT-TESA (TESA)

GRANTS/SAWARDS	IN DATE	FROM
No Data		
No Data		
ASPR	Mon 26	e 8:00a
		Op
	Tue 27	e 8:00a
	Tue 27	e 1:00p

Your supervisor will review your grant allocations each pay period and provide their authorization for the time allocation entered.

At the end of each quarter; we will provide you with a summary and collect the certification that is now provided on the paper grant time log. (“I certify that this report is true and correct to the best of my knowledge and all time reported herein has been made in accordance with appropriate grant policies and for the purpose set forth in the application and award documents.”)

# Logging grant time

## BREAK UP A TIME PERIOD

In order to change your allocation **contemporaneously during the day**, click on the “CHANGE POSITION ALLOCATION” button at the top of the timesheet. This will create a new line on the timesheet with the selected allocation.

The screenshot shows the 'Timesheet Edit' interface. At the top, there are navigation buttons: BACK, Home, and Timesheet Edit. On the right, there are action buttons: SAVE, UNDO, DOCS, CHANGE REQUESTS, UTILITIES, SHOW MAP, and INFO. Below this, there is a date range selector for 'Time Sheet: September 24, 2016 - October 07, 2016' and a note 'This Is Your Current Timesheet'. Two buttons are visible: 'ENTER TIME IN/OUT' and 'CHANGE POSITION ALLOCATION', with the latter highlighted by a red box. Below the buttons are tabs for 'TIMESHEET', 'EXCEPTIONS', and 'SUMMARY BY DAY'. The main table has columns: DATE, TIME ALLOCATION, GRANTS/SAWARDS, IN DATE, FROM, TO, and TOTAL. The data for 'WED 5' is as follows:

DATE	TIME ALLOCATION	GRANTS/SAWARDS	IN DATE	FROM	TO	TOTAL
WED 5	EmgMed/60.S6090.H		Wed 5	9:49a	10:22a	0:33
	EmgMed/60.S6090.H	NDLS	Wed 5	10:22a		0:00
						Day Total: 0:33

Select the Grant/Sponsored Award from the list; Click “CHANGE POSITION ALLOCATION” button. Note: do not change your position allocation unless you are working in another department.

The screenshot shows the 'Change Cost Centers' dialog box. It has a close button (X) in the top right. Below the title, there is a section with a checkmark and the number '1', and a 'Hide All' button. A dropdown menu is set to 'Default Position Allocation: EmgMed/60.S6090.H'. Below this, there are two input fields: 'Position Allocation ->' with a dropdown set to 'No Change' and a search icon; and 'Grant/Sponsored Awards ->' with a dropdown set to 'Select From List' and a search box containing 'TESA'. A 'CHANGE POSITION ALLOCATION' button is centered below the input fields. The main table below shows the updated data for 'WED 5':

DATE	TIME ALLOCATION	GRANTS/SAWARDS	IN DATE	FROM	TO	TOTAL
WED 5	EmgMed/60.S6090.H		Wed 5	9:49a	10:22a	0:33
	EmgMed/60.S6090.H	NDLS	Wed 5	10:22a	10:24a	0:02
	EmgMed/60.S6090.H	TESA	Wed 5	10:24a		0:00
					Day Total:	0:35

# Logging grant time

In order to change your allocation **for the day** but not at the current time, for example, it's Wednesday and we want to allocate 2 hours from 3 – 5pm on Tues to ASPR.

TUE 27	EmgMed/60.S6090.H	NDLS	Tue 27	e 8:00a	e 12:00p	4:00
	EmgMed/60.S6090.H	NDLS	Tue 27	e 1:00p	e 5:00p	4:00
Day Total:						8:00

**CHANGE REQUESTS**

Click on the “CHANGE REQUESTS” button at the top of the timesheet. Select “Modify Punch Out”

### Request Timesheet Change

Change Type **Modify Punch Out** ▼

◀ Select Different Time Entry

EDIT TIME ENTRY

Date 09/27/2016

Time From 1:00p To 3:00p Total Time 2:00

Request Timesheet Change

Change Type ▼

- ✓
- Add Punch In
- Add Punch Out
- Add Time Entry**
- Cancel Time Off
- Modify Cost Center
- Modify Punch In
- Modify Punch Out**
- Modify Time Off

Select “Add Time Entry”

### Request Timesheet Change

Change Type **Add Time Entry** ▼

ADD TIME ENTRY

Date Sat 24 ▼

Time From	Time To	Total	Position Allocation	Grant/Sponsored Awards
3:00p	5:00p	2:00	EmgMed/60.S6090.H	ASPR

After the requests are approved, you will see the changes on the timesheet.

EmgMed/60.S6090.H	NDLS	Tue 27	e 1:00p	e 3:00p	2:00
EmgMed/60.S6090.H	ASPR	Tue 27	e 3:00p	e 5:00p	2:00

## Logging grant time

For the timesheet change request approval, the modify punch out will need to be “approved” first before the add time entry is “approved”.

**TS only**

Employee: [Test GrantLogs \(0001762\)](#)  
Request Type: **Modify Punch Out**  
Requested On Date: 09/27/2016  
Date: 09/24/2016-10/07/2016  
New Value: 04:00p

**APPROVE** **REJECT**

**TS only**

Employee: [Test GrantLogs \(0001762\)](#)  
Request Type: **Add Time Entry**  
Requested On Date: 09/27/2016  
Date: 09/24/2016-10/07/2016  
Start Time=04:00p, End Time=05:00p,  
New Value: Total Time=1:00, Grant/Sponsored Awards=MKT-TESA

**APPROVE** **REJECT**

After the approval:

EmgMed/60.S6090.H		NDLS		Tue 27	e	1:00p	e	3:00p	2:00
EmgMed/60.S6090.H		ASPR		Tue 27	e	3:00p	e	4:00p	1:00
EmgMed/60.S6090.H		TESA		Tue 27	e	4:00p	e	5:00p	1:00