TIMESHEET TAB

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

Use the [icon] add note on the day to add the "description of activity".

Use the [icon] 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 hoover over the name of the grant/sponsored award, you will be able to see a description of the grant.

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.

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.

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".

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