

# University of Tennessee Libraries Training KnowledgeBase Solution

**Subject:** Personalizing and Using the Bi-Weekly Time Report  
**Date:** 01/30/2008  
**Keywords:** Bi-Weekly, Time Report, Time Sheet

## Personalizing Your Time Report

After downloading the Bi-Weekly Time Report you will need to personalize it by adding your name, personnel number and shift. You can then save this personalized version as a template which can be used to create a time report for each new pay period. If you have not already downloaded the Bi-Weekly Time Report you can do so from the MyForms section of the Library Training Share page (<http://www.lib.utk.edu/share/training/>).

1. Open your time report.
2. Click on the underlined field labeled *Employee Name* and enter your name in the format Last Name, First Name.

**Biweekly Time Report** Pay Period Ending \_\_\_\_\_

|                   |                  |                 |          |
|-------------------|------------------|-----------------|----------|
| Employee Name     | <u>Doe, John</u> | Cost Center/WBS | E01-6010 |
| Personnel Number  | _____            | Position        | _____    |
| Weekly Work Hours | 40.0             | Shift           | _____    |



3. Click on the underlined field labeled *Personnel Number* and enter your six digit personnel number. If you do not know this number it can be found on you pay check, an old time sheet or by contacting the Library personnel Office at ext. 4-4424.

**Biweekly Time Report** Pay Period Ending \_\_\_\_\_

|                   |               |                 |          |
|-------------------|---------------|-----------------|----------|
| Employee Name     | Doe, John     | Cost Center/WBS | E01-6010 |
| Personnel Number  | <u>010101</u> | Position        | _____    |
| Weekly Work Hours | 40.0          | Shift           | _____    |



4. Click on the underlined field labeled *Shift*, then click the down arrow to the right of the field and select your appropriate shift from the available choices.

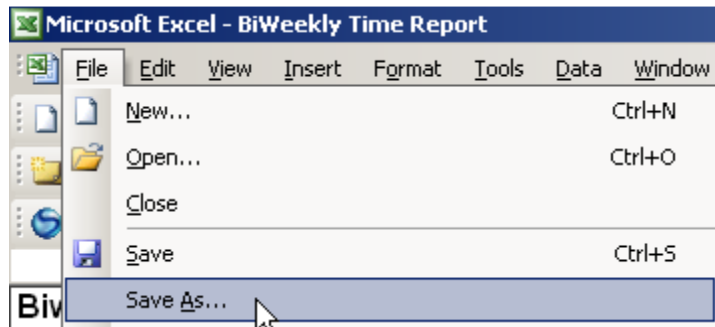
**Biweekly Time Report** Pay Period Ending 02/03/2008

|                   |           |                 |                |
|-------------------|-----------|-----------------|----------------|
| Employee Name     | Doe, John | Cost Center/WBS | E01-6010       |
| Personnel Number  | 10101     | Position        | _____          |
| Weekly Work Hours | 40.0      | Shift           | <u>_____</u> ▼ |

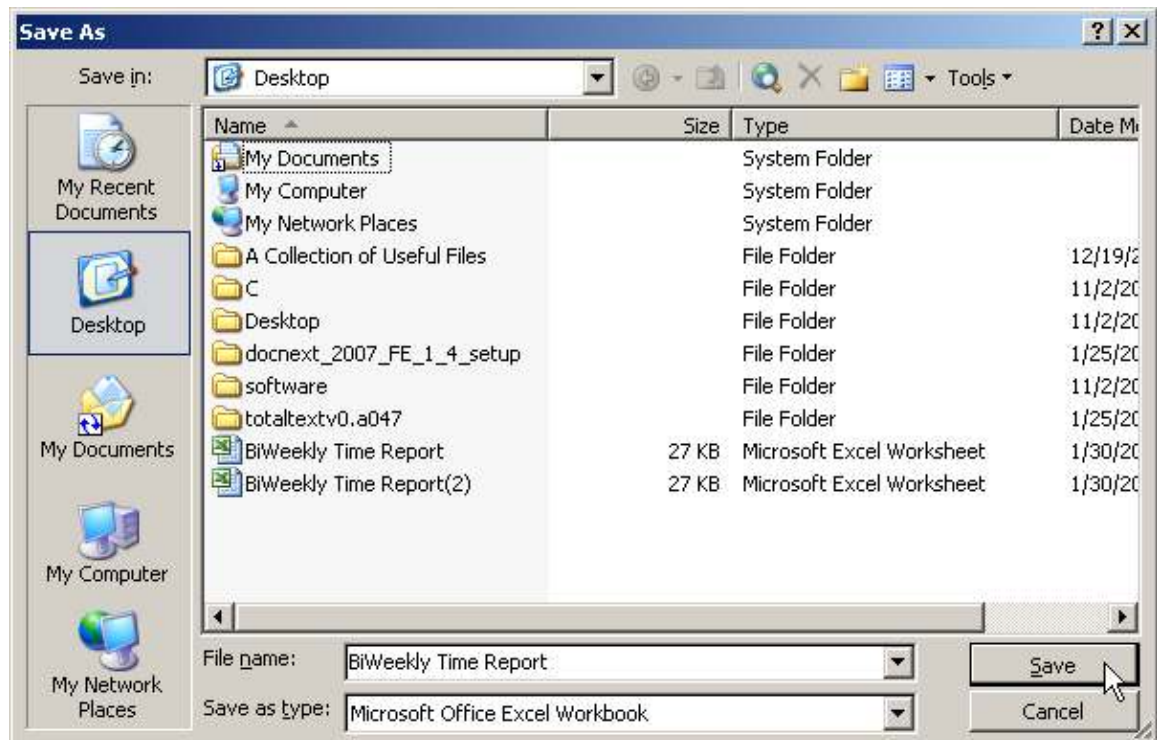
| Week # 1 | 2/3 | 2/4 | 2/5 | 2/6 | 2/7 | 2/8 | Special Pay Units |
|----------|-----|-----|-----|-----|-----|-----|-------------------|
|          |     |     |     |     |     |     |                   |



5. You can now save your personalized time report as a template which can be used to create a time report for each new pay period. From the Excel File Menu select Save As.




6. In the Save As dialog box select an appropriate location in the *Save in:* pull down text box and enter an appropriate name in the *File name:* text box. Remember you are saving a file you will be using as a template to create time reports for each pay period so choose a name you will associate with a template. Click the Save button to save the file.



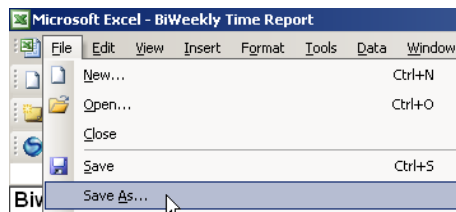
## Using the Bi-Weekly Time Report

1. Open the Bi-Weekly Time Report template you created above.
2. Click on the underlined field labeled *Pay Period Ending*, then click the down arrow to the right of the field and select the appropriate pay period from the available choices.

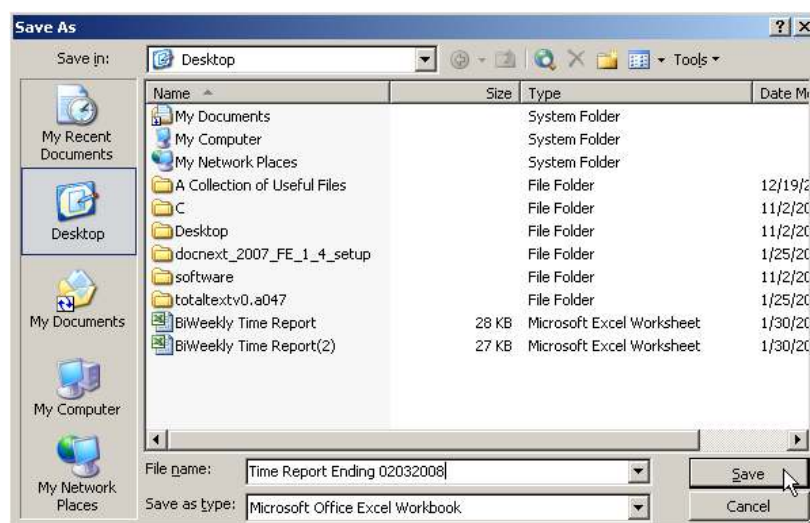
| Biweekly Time Report |           | Pay Period Ending |
|----------------------|-----------|-------------------|
| Employee Name        | Doe, John | February 3, 2008  |
| Personnel Number     | 10101     | February 27, 2008 |
| Weekly Work Hours    | 40.0      | March 2, 2008     |
|                      |           | March 16, 2008    |
|                      |           | March 30, 2008    |
|                      |           | April 13, 2008    |
|                      |           | April 27, 2008    |



3. Before continuing you should save the time report for this new pay period. From the Excel File Menu select *Save As*.



4. In the Save As dialog box select an appropriate location in the *Save in:* pull down text box and enter an appropriate name in the *File name:* text box. Remember you are saving a file you will be using as the time report for a particular pay period so choose a name that uses the pay period ending date. Click the *Save* button to save the file.



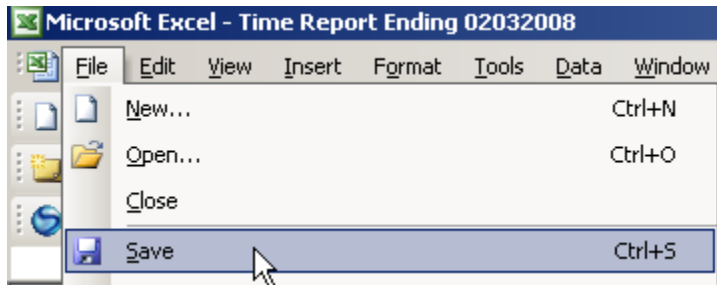
- You are now ready to enter time into the report. Select a cell associated with the appropriate Attend/Absence code and day of the week. Enter the hours for the code. Here we have entered 8 regular hours for Monday, February 3<sup>rd</sup>. Note that after moving off the cell the totals will recalculate.

| Week # 1       | 2/3 | 2/4  |  |
|----------------|-----|------|--|
| Attend/Absence | Mon | Tues |  |
| RG1            | 8   |      |  |
| AL1            |     |      |  |
| SL1            |     |      |  |

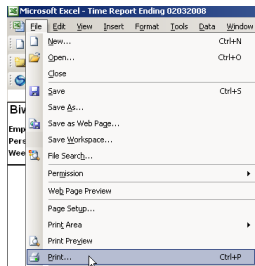
- To enter an Attend/Absence code not present on the report simply type the required code in to the next empty cell. Here we have entered 8 personal day hours for Tuesday, February 4<sup>th</sup>. Note that after moving off the cell the totals will recalculate.

| Week # 1       | 2/3 | 2/4  |  |
|----------------|-----|------|--|
| Attend/Absence | Mon | Tues |  |
| RG1            | 8   |      |  |
| AL1            |     |      |  |
| SL1            |     |      |  |
| PD1            |     | 8    |  |

- After completing your time entry you should save the report. Select Save from the Excel File menu.



- To print the report select *Print* from the Excel File menu and print the report to an appropriate printer.



9. Sign and date the report and then obtain your supervisors signature.  
Forward the report to the Personnel Office for processing.