TIPS TO FILL OUT TIME SHEET

Recording Clock-in/Clock out Time
Time needs to be recorded in **"Time" format** only (**8:00 AM or 5:00 PM**).
The entry has to be inputted as follows:

8 : 00 AM or **PM**
| | | | | |
In the order of: Hour Colon Minutes Space AM for Morning or PM for Afternoon

If the entry is done correctly, the PM will be shown in **24 hour clock format**.
For example: 5:00 PM = 17:00, 4:45 pm = 16:45.
The total hours worked will be shown in two-decimal format.
For example: 5:30 hours = 5.50 hours.

Rounding Off Practices
Please enter the time in rounding to the nearest of the "quarter of an hour" **or** "15 minutes".
0 - 7 minutes rounds off to 0 minutes
8 - 22 minutes rounds off to 15 minutes
23 - 37 minutes rounds off to 30 minutes
38 - 52 minutes rounds off to 45 minutes
53 – 60 minutes rounds off to 1 hour

For example:
The starting time of work at 7:53 AM is recorded as 8:00 AM.
The starting time of work at 8:07 AM is recorded as 8:00 AM.
The starting time of work at 8: 08 AM is recorded as 8:15 AM.
The starting time of work at 7:52 AM is recorded as 7:45 AM.

Overtime
The daily overtime will be calculated automatically for the hours worked over 8 hours per day.

Leave Code
For a work less than 8 hours either for doctor's Appointment or personal time off, please clock in or clock out the regular normal worked time. Then enter the difference of the 8 hours as SL or vacation.

Ex. *Before Lunch: 8:00 to 12:00 After Lunch: 1:00 to 3:00* Total hours: 6 hours, Leave Taken**: *2.00 (decimal format)*** Leave Code: *SL* or *V.*

For more questions, please call our office at *909-537-7225.*