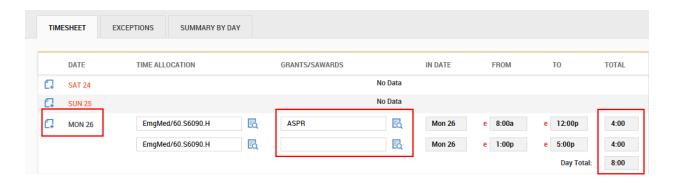
TIMESHEET TAB

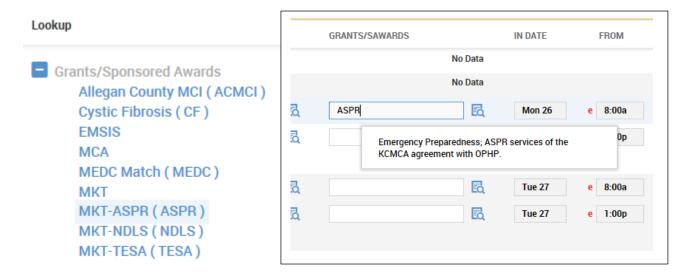
GRANTS/AWARDS

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



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

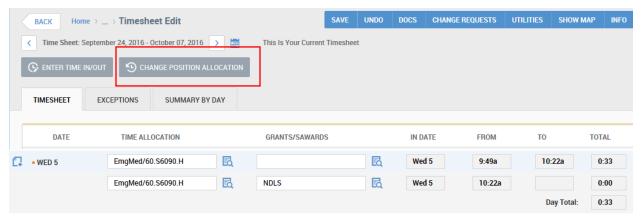


Your supervisor will review your grant allocations each pay period and provide their authorization for the time allocation entered.

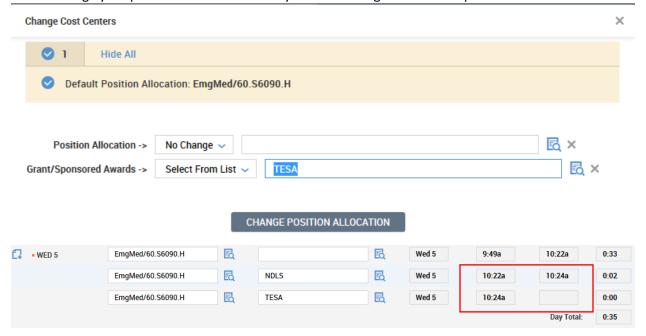
At the end of each quarter; we will provide you with a summary and collect the certification that is now provided on the paper grant time log. ("I certify that this report is true and correct to the best of my knowledge and all time reported herein has been made in accordance with appropriate grant policies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

BREAK UP A TIME PERIOD

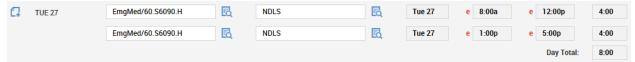
In order to change your allocation *contemporaneously during the day*, click on the "CHANGE POSITION ALLOCATION" button at the top of the timesheet. This will create a new line on the timesheet with the selected allocation.



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.

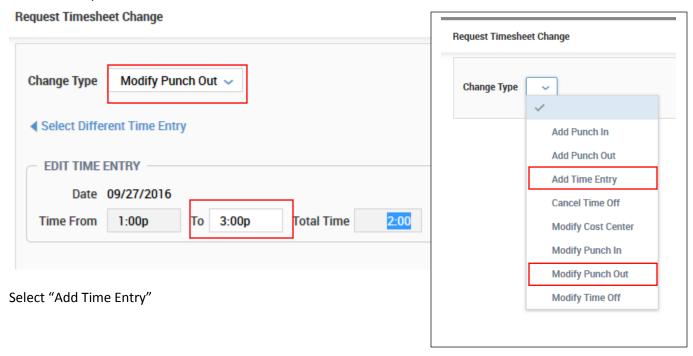


In order to change your allocation *for the day* but not at the current time, for example, it's Wednesday and we want to allocate 2 hours from 3 – 5pm on Tues to ASPR.

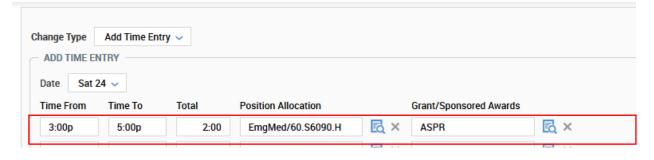


CHANGE REQUESTS

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



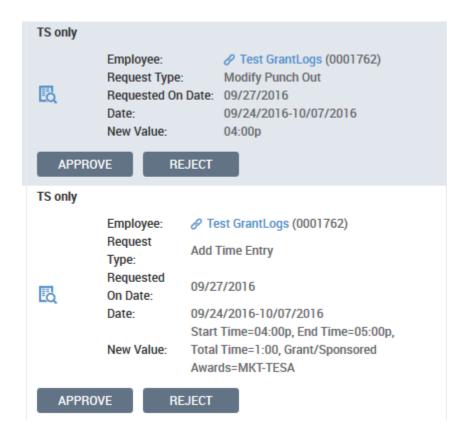
Request Timesheet Change



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



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:

