AM**9:45**:00

Cheryl Bear
Logmet LLC

Time Entries

| Timesheet List | Manual Time Card |

Reminder:

Employees must enter their total hours, every day.

Supervisors cannot enter employee time.

IMPORTANT: ONLY corporate employees will enter hours with no customer assigned.

All other employees will choose an assigned customer or PTO code per row of hours entered.

* See example

Actions ▾   Submit Time

Today   ☷   <   >   Jan 20 – 26, 2019   *** Use the arrows or calendar for all other weekly timesheets**

* Management Use Only

User: Cheryl Bear   Switch User

Customer	Sun, 1/20	Mon, 1/21	Tue, 1/22	Wed, 1/23	Thu, 1/24	Fri, 1/25	Sat, 1/26	Customer Totals
✖ (no customer)		10						10
✖ (no customer)								0
✖ (no customer)								0
✖ (no customer)								0
✖ (no customer)								0
✖ (no customer)								0
OPTIONS ▾ **Totals:**	0	10	0	0	0	0	0	10

Notes:

Reset   **Save**

Time Entries

ⓘ ▾ ✕

| Timesheet List | **Manual Time Card** |

Actions ▾   Submit Time

Today 📅 < >   **Jan 20 – 26, 2019**

	Customer	Sun, 1/20	Mon, 1/21	Tue, 1/22	Wed, 1/23	Thu, 1/24	Fri, 1/25	Sat, 1/26	Customer Totals
✖	(no customer)		10						10
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0

OPTIONS ▾   **Totals:**   0   10

Assign your row of listed daily hours to the applicable project >>>

Select Customer ✕

Search

🔍 [   ]

Show

Assigned to Cheryl Bear (you) ▾

📁 Customers

📁   Financial Information & Operations Div.   >

PTO Codes

Bereavement   Paid time off

Holiday   Paid time off

Jury Leave   Paid time off   *** Available PTO types may be chosen and assigned for row listed hours, as applicable alternatively**

Sick Leave   Paid time off

Vacation   Paid time off

🔄 Reset   **Save**

Time Entries

| Timesheet List | **Manual Time Card** |

| Actions ▾ | Submit Time |

| Today | 📅 | ‹ | › | **Jan 20 – 26, 2019** |

User: Cheryl Bear | Switch User |

	Customer	Sun, 1/20	Mon, 1/21	Tue, 1/22	Wed, 1/23	Thu, 1/24	Fri, 1/25	Sat, 1/26	Customer Totals
✖	(no customer)		10						10
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
OPTIONS ▾	**Totals:**							0	10

Continue clicking on the folders until you reach the final customer/project selection >>>

Select Customer   ✕

Search

🔍

Show

Assigned to Cheryl Bear (you) ▾

📁 **Customers** › **Financial Information & Operations Div.** › **BY** › FFP

0001

| ⟳ Reset | **Save** |

Time Entries

Actions ▾   Submit Time

The final customer/ project selection will be assigned to the row, enter your daily work hours for the week on this row >>>

* Enter PTO Hours on seperate rows >>>

* Enter different types of PTO Hours on additional seperate rows >>>

Today 🗓 < >   **Jan 20 – 26, 2019**

User: Cheryl Bear Switch User

	Customer	Sun, 1/20	Mon, 1/21	Tue, 1/22	Wed, 1/23	Thu, 1/24	Fri, 1/25	Sat, 1/26	Customer Totals
✕	Financial Information & Operations Div. › BY › FFP › 0001		10	15					25
✕	Vacation 72.00				8				8
✕	(no customer)								0
✕	(no customer)								0
✕	(no customer)								0
✕	(no customer)								0
	OPTIONS ▾ **Totals:**	0	10	15	8	0	0	0	33

Notes: for Wed, Customer: Vacation   72.00

* Must indicate any portion of daily total hours for shift differentials here (if applicable)
i.e. click on the 10 Hours for 1/21 then…
type a note here stating "1/21 8 Regular Hrs, 2 Hrs Graveyard Shift" etc.

Click SAVE after each daily entry, or any time you make changes to a previous entry.

⟳ Reset   **Save**

IMPORTANT

Any available time off by type will be listed when selected (i.e. where 72.00 is listed in this example) *** You may not use more than the available amount(s).

You may not use more than the normal amount worked in a given day or week AND all PTO hours must still be approved by supervisors prior to use or entry.

If you have a negative balance for any PTO type, this will be auto corrected with your next relative accrual amount - no negative balances will be permitted forward.

Time Entries

Timesheet List | Manual Time Card

After all daily hours and notes are entered for the week, click the "Submit Time" Tab >>>

Actions ▾ | Submit Time

Adding or modifying previous daily entries will require a note; please explain in short form and initial your changes.

Today | 📅 | < | >

User: Cheryl Bear | Switch User

Customer				Customer Totals

Note Required

You've modified a past timesheet, please enter your reason below.

Your reason:

Adjusted hours worked on Monday CB

✖	**Financial Information & Operations Div. › BY › FFP 0001**		25
✖	**Vacation**	72	8
✖	(no customer)		0
✖	(no customer)		0
✖	(no customer)		0
✖	(no customer)		0

Cancel | **Submit Note**

OPTIONS ▾	**Totals:**	0	10	15	8	0	0	0	33

Notes: for Thu, Customer: Financial Information & Operations Div. › BY › FFP › 0001

Enter time before adding notes to this entry.

🔄 Reset | **Save**

Time Entries

Timesheet List | Manual Time Card

User: Cheryl Bear | Switch User

Submit Selected Days for Cheryl Bear (cheryl.field@logmet.com)

By submitting your timesheets you agree that they are complete and accurate.

Note: You will not be able to make any changes to the selected days after submitting!

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Selected Hours
12/30 0 hrs	12/31 12 hrs	☑ 1/1 8 hrs	☑ 1/2 10.5 hrs	☑ 1/3 14 hrs	☑ 1/4 12 hrs	☑ 1/5 6.5 hrs	51
☑ 1/6 4 hrs	☑ 1/7 14 hrs	☑ 1/8 12 hrs	☑ 1/9 11 hrs	☑ 1/10 15 hrs	☑ 1/11 6 hrs	☑ 1/12 5 hrs	67
☑ 1/13 4 hrs	☑ 1/14 12 hrs	☑ 1/15 12 hrs	☐ 1/16 13 hrs	☐ 1/17 12 hrs	☐ 1/18 10 hrs	☐ 1/19 4 hrs	28
☐ 1/20 0 hrs	☐ 1/21 10 hrs	☐ 1/22 15 hrs	☐ 1/23 8 hrs	☐ 1/24 0 hrs	☐ 1/25 0 hrs	☐ 1/26 0 hrs	0

Total: 146

Cancel | Submit

Reset | Save

Time Entries

| Timesheet List | **Manual Time Card** |

| Actions ▾ | Submit Time |

| Today | 📅 | ‹ | › | **Jan 13 – 19, 2019** |

User: Cheryl Bear [Switch User]

Submitted time is locked and cannot be changed unless rejected by your supervisor.

*Employees must make any corrections required *

All other days of the week not submitted remain available for entry or edits.

	Customer	Sun, 1/13	Mon, 1/14	Tue, 1/15	Wed, 1/16	Thu, 1/17	Fri, 1/18	Sat, 1/19	Customer Totals
🔒	(no customer)	4	12	12	13	12	10	4	67
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
✖	(no customer)								0
OPTIONS ▾	**Totals:**	4	12	12	13	12	10	4	67

Notes: for Wed, Customer: (no customer)

[↻ Reset]   [**Save**]