

# Understanding the Worksheet

## Attendance on Demand Job Aid

### Elements of the Worksheet

Worksheets are a type of editing sheet that are typically used by employees who do not punch but may have schedules. Time can be entered in a worksheet as the total number of worked hours and the associated workgroup. Additionally, absence hours (i.e. Vacation) may be populated.

Worksheet data is displayed in rows of worked and absence hours with columns for schedules.

Time Card				Current Period		Worksheet		Add New...	Approve	Print
Department	Last Name	First Name	ID	Sun May-19	Mon May-20	Tue May-21	Wed May-...	Thu May-23	Fri May-24	Sat May-25
2710 Lan...	Gordon	Brad	959595							
<b>Schedules</b>				Off	7a/3p 8.00	7a/3p 8.00	Off	Off	Off	Off
<b>Hours Worked</b>										
N00064	2710	26405	21		8.00	8.00	12.50			
N00064	7220	12000	21		1.50					
<b>Summary</b>					9.50	8.00	12.50	8.00	8.00	
<b>Absences</b>										
FL HOL										
Sick										
Vacation										
Parent LV										
ADM LEAVE										
Holiday										
Jury duty								8.00	8.00	
Bereavn't										
CRHol										

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### Adding Hours to a Worksheet

The Worksheet supports in-cell editing for managing worked and absence hours.

#### Adding Worked Hours

- Click the cell for the day and workgroup you are adding hours in the **Hours Worked** section
- Specify the number of worked hours
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Press **Enter**

#### Adding Absence Hours

- Click the cell for the day you are adding hours in the **Absences** section
- Specify the number of absence hours
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Press **Enter**

A summary of worked and absence hours for each day will be displayed in the Summary row

				Sun May-19	Mon May-20	Tue May-21	Wed May-...	Thu May-23	Fri May-24	S	
Schedules				Off	7a/3p 8.00	7a/3p 8.00	Off	Off	Off		
<b>Hours Worked</b>											
N00064	2710	26405	21	8.00	8.00	12.50					
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Jury duty								8.00	8.00		