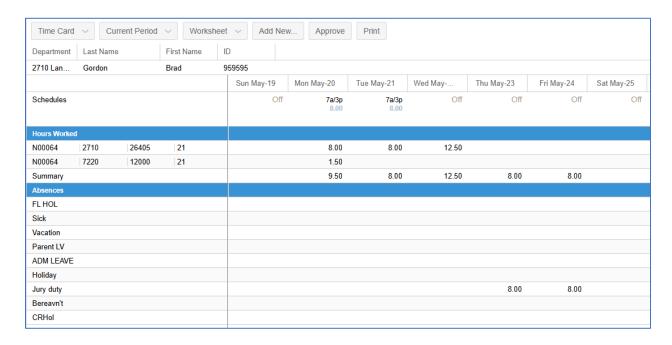
Understanding the Worksheet

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.



Understanding the Worksheet

Attendance on Demand Job Aid

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
Schedules				Off	7a/3p 8.00	7a/3p 8.00	Off	Off	Off
Hours Worked									
N00064	2710	26405	21		8.00	8.00	12.50		
N00064	7220	12000	21		1.50				
Summary					9.50	8.00	12.50	8.00	8.00
Absences									
FL HOL									
Sick									
Vacation									
Parent LV									
ADM LEAVE									
Holiday									
Jury duty								8.00	8.00