## D55 TimeSheet (Excel) Training Manual

![Image of D55 TimeSheet](image-url)

### Special Instructions:
1. Fill in all required fields. Make sure to double-check all entries.
2. Ensure all calculations are correct. Adjustments can be made if necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Overtime</th>
<th>Night Shift</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-22-02</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-23-02</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Overtime</th>
<th>Night Shift</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>16</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Verify that all times and calculations are correct. Any discrepancies should be noted and corrected before submitting the timesheet.
GETTING STARTED

Microsoft Excel version 97 and above is required. Excel 2002 is recommended. Prior versions to 97 (v. 5.0 and earlier) are not compatible.

Open Microsoft Excel.

Open the D55 Excel file.

Form 1
CTRL + PAGE UP

Form 2
CTRL + PAGE DOWN

There will be two different forms available (shown above). To toggle between the two, press CTRL+PAGE UP and CTRL+PAGE DOWN.

Form 1 (CTRL+PAGE UP):
One day contains one row.

Form 2 (CTRL+PAGE UP):
One day contains two rows.

The only difference between these two forms is the amount of rows there are for each day.
Which form do you use?

If an employee works two different shifts in one day, then form 2 must be used. Otherwise form 1 can be used.

Think ahead.

If you start filling out the timesheet in form 1 and later decide that you need two rows for one day, then you will have to switch to form 2 and re-enter all the information manually. The information does not transfer between the two forms.

PARTS OF THE FORM
| 1. | **SUB-DIVISION OR SCHOOL** | Enter the sub-school or division |
| 2. | **PAYROLL NO.** | Enter the appropriate payroll number. |
| 3. | **BU CODE** | Enter the appropriate BU code. |
| 4. | **SOCIAL SECURITY NO.** | Enter the employee’s valid nine-digit social security number. Do not enter hyphens. |
| 5. | **POSITION NO.** | Enter the employee’s position number. |
| 6. | **HOURLY RATE** | Enter the Employee’s hourly rate. |
| 7. | **EMPLOYEE NAME** | Enter the Employee’s name. If the name includes a “Jr.” or other title, show this at the end.  
Example: Smith, John M Jr. |
| 8. | **MONTH CODE** | Enter the appropriate month code in the applicable half.  
After doing so, the numbers for the days will appear. |
| 9. | **REGULAR HOURS** | Enter the employee’s regular work hours.  
Insert the hour in the first space; the minute in the second space; and “a” or “p” in the third space to indicate “am” or “pm.”  
If the employee has a scheduled break within the work shift, enter that amount in minutes under the “MIN BREAK” column. |
| 10. | **DAYS OFF** | Place an “x” under the corresponding box for each day the employee does not work. |
11. **START TIME / END TIME**

Enter the employee’s start and end time for each work shift. Insert the hour in the first space; the minute in the second space; and “a” or “p” in the third space to indicate “am” or “pm.”

If the employee has a scheduled break within the work shift, enter that amount in minutes under the “MIN BREAK” column.

12. **CODE**

Enter the appropriate code. The codes are as follows:

- **B** – Regular Time (default)
- **O** – Ordinary Overtime
- **P** – Holiday Overtime
- **E** – Split: Time Ex. Meal
- **D** – Split: Actual Time
- **N** – Night Differential
- **S** – Stand-By Days

These codes correspond to the seven columns of the timesheet.

To enter a code, first click on the code cell. When selected, a pop-up box will show the different codes. A drop-down arrow will also appear. Click on the arrow to select the appropriate code.

You may also type the code without having to select it from the drop-down menu.

If no code is entered, then the default is assumed (B).

For Payroll No. F6N and F6O, code should always be ‘B’.
REMARKS

Enter any remarks.

If a break time amount is entered under the “MIN BREAK” column, then this will appear automatically in the remarks when printed.

COMPENSATORY TIME

Enter any compensatory time the employee wishes to claim.

UNIFORM ACCOUNTING CODE

Enter each part of the accounting code in the appropriate spaces.

PRINTING THE TIMESHEET

To print the timesheet, click on the Print icon located on the Standard Tool Bar. You do not need special sized paper. This form is formatted to fit on a standard 8 ½ x 11 sheet of paper.
FAQ

Q. When I print the timesheet, why are the times different then what I had entered?

A. If you enter a time that is not rounded to the nearest 15th minute, when you print the timesheet, it will round the time automatically and the calculations will reflect the rounded time.

Q. What if I don’t want to bother with switching between the two forms (with CTRL+PAGE UP and CTRL+PAGE DOWN) all the time?

A. You may choose to use form 2 all the time. However, since it has more rows than form 1, it may pose as an inconvenience.

Q. Is there a limit to the amount of text I can enter in the remarks column? What happens if I go over the limit?

A. Just like the original D55, the remarks section is limited to the amount of space there is on the page. If you type too much, then the text will get cut off.

Q. Do I have to print multiple copies to send to Payroll?

A. No. Payroll requires just one copy.

Q. Is the worksheet case sensitive?

A. The header information such as the employee name and division are not case sensitive. They will be printed as all capital letters. However, the remarks are case sensitive. They will be printed as typed.

Q. When I select the codes E, D, or S, nothing happens. What are they for?

A. When any of these three codes are selected, any inputted time will not be calculated. You will have to print out the timesheet and manually enter the appropriate data. These codes are made available to give you the flexibility of entering data manually on the printed worksheet.

Q. Why do XXXs appear in the social security number box when I typed my actual social security number on the timesheet?

A. DAGS has required all state agencies to use only the last 4 digits of an employee’s social security number for the D-55s and recommended that the first 5 digits be replaced by the letter ‘X’ (e.g. XXX-XX-5555). We have programmed the July 2007 version of the D-55 to mask the first 5 digits of an employee’s social security number upon printing of the D-55 (even though the entire social security number is typed on the D-55).

Revised July 2007