Electronic Pay book (Time sheet) Instructions

To set up your pay book:

<mark>**IMPORTANT first steps**:</mark>

1) <mark>**SAVE** the time sheet to your J:Drive</mark>
2) <mark>Some computers may require you to click on **"Enable Content"** button at the top of the document when you open the document.</mark>
3) From the Set Up tab, complete the required information in the yellow boxes
   a. Name
   b. Employee ID Number - if you do not know your ID# please refer to the setup tab on your previous year's timesheet
   c. Job Title
   d. Record Number -record number should always be (0) zero unless you have more than one job. If you have more than one job you will need to build a separate pay book for each job.
   e. Pay Group – you must click on the arrow to select from the drop down list or the pay book will not work properly.
   f. Weekly Hours – should default to 40, please change to your normal scheduled hours if you work less than 40 hours per week.
   g. Employee E-mail: Please use your GRCC email address. Notifications will only be sent to GRCC email accounts.
   h. Supervisor E-mail: Please use your supervisor's GRCC email address.
4) The date tabs to the left of the set up tab are created using the pay period start date (yyyymmdd). Every pay cycle, you will need to click on the appropriate tab for the pay period to be reported.
5) Once you get your pay book set up, be sure to save it to your J: Drive **AGAIN**. (Note: if you are on a newer version of excel, you may get a warning when saving. If so click on continue to save)

Reporting hours worked and absences:

For *hourly* employees –

1) Complete in and out times using the format **(hh:mm AM or PM)** indicated on the time sheet, which will automatically fill in the Clock Hours column. All other totals will be calculated for each day based on the rules associated with the pay group selected.
2) Report any absences under the appropriate absence code (refer to Absence Code Key). GRCC holidays and shutdown days are highlighted in blue, and employees should report their normal scheduled hours in the yellow box for each holiday.
3) To convert overtime hours to comp time indicate the number of overtime hours you want added to your comp time bank in the **red** box at the bottom of the timesheet. These hours will automatically be deducted from your overtime hours.
4) You must report your full scheduled hours for each pay period. No Pay should not be reported without your supervisor's approval according to the Excessive Absenteeism procedure.
5) Use the notes section to provide additional information on overtime, or absences if necessary for bereavement, sick or FMLA absences
6) Time sheets for hourly employees should not be submitted until after your worked time is completed for the pay period.
7) Click on the "Submit Time Sheet" button in the upper right corner of the time sheet.
   1. A pop up window will appear indicating that your time sheet has been sent to Image Now. Click on OK
8) You will receive two email notifications from your GRCC email address:
   1. One when your time sheet has been successfully received by Image Now. If you do not receive this email, your time sheet was not successfully submitted and you must re-submit.
   2. Another when your supervisor has reviewed your time sheet, indicating if it has been approved or denied. If you do not receive this email, please follow up with your supervisor to ensure you are paid correctly and on time. If your supervisor has denied your time sheet, the email will include the necessary corrections to be made before resubmitting your time sheet.
9) Corrections cannot be made to a time sheet once it has been submitted. A new time sheet must be resubmitted. **Important Note – Employees will notice a "pop-up" box with a message indicating they have already submitted a time sheet for this pay date. Click on "YES" to submit the corrected time sheet.**

For *salaried* employees-

1) Report any absences under the appropriate absence code (refer to Absence Code Key). GRCC holidays and shutdown days are highlighted in blue. Please report your normal scheduled hours in the yellow box for each holiday to ensure that you are paid correctly. Hours reported in the absence columns will automatically reduce from regular hours worked (which was established when you setup the pay book).
2) You must report your full scheduled hours for each pay period. No Pay should not be reported without your supervisor's approval according to the Excessive Absenteeism procedure.
3) Use the notes section to provide additional information on overtime, or absences if necessary for bereavement, sick or FMLA absences
4) Click on the "Submit Time Sheet" button in the upper right corner of the time sheet.
   1. A pop up window will appear indicating that your time sheet has been sent to Image Now. Click on OK
3) You will receive two email notifications from your GRCC email address:
   1. One when your time sheet as been successfully received by Image Now. If you do not receive this email, your time sheet was not successfully submitted and you must re-submit.
   2. Another when your supervisor has reviewed your time sheet, indicating if it has been approved or denied. If you do not receive this email, please follow up with your supervisor to ensure you are paid correctly and on time. If your supervisor has denied your time sheet, the email will include the necessary corrections to be made before resubmitting your time sheet.
4) Corrections cannot be made to a time sheet once it has been submitted. A new time sheet must be resubmitted.

Note: Non 52-week employees are not required to submit a time sheet for any non-work weeks.