

STATE OF HAWAII
INDIVIDUAL TIMESHEET

DEPARTMENT UNIVERSITY OF HAWAII	SUB-DIVISION OR SCHOOL	PAYROLL NO.	BU CODE
SOCIALIZED ID NO.	POSITION NO.	HOURLY RATE	EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)

ENTER MONTH CODE IN APPLICATIONS: **SPECIAL INSTRUCTIONS:**

1. To be entered in all cases (M, S, T, W, TH, FR, SA, SU, MO).
2. To be entered only in the absence of regular work. (S, T, W, TH, FR, SA, SU, MO).

MOS	JOB	DATE		HOURS							REMARKS
		STARTED	ENDED	TOTAL	SPLIT/SPLIT		NOT DIFFERENTIAL	DATE			
					REGULAR	OT					
M	D	P	S	U	R	S					
TOTALS									COMBINED TOTAL TIME		
									TOTAL COMPENSATORY TIME		

D55 TimeSheet (Excel) Training Manual

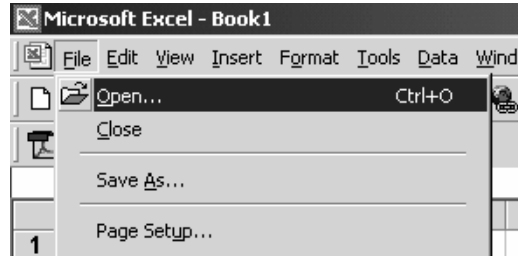
NO.	MOS	JOB	DATE	START	END	HOURS	REGULAR	OT	TOTAL	REMARKS
I CERTIFY THAT THE TIME CLAIMED ABOVE IS CORRECT AND OTHER CLAIMS SET FORTH OR WILL BE MADE FOR THE ABOVE PERIOD. IT IS MUTUALLY AGREED THAT THE EMPLOYEE WILL RECEIVE PAYMENT OR TIME OFF AS INDICATED ABOVE.										
										05-28-02
										SUPERVISOR'S SIGNATURE
										EMPLOYEE'S SIGNATURE

STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES

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.

A screenshot of the 'STATE OF HAWAII INDIVIDUAL TIMESHEET' Form 1. The form includes fields for DEPARTMENT (UNIVERSITY OF HAWAII), SUB-DIVISION OR SCHOOL, PAYROLL NO., BU CODE, SOCIAL SECURITY NO., POSITION NO., HOURLY RATE, and EMPLOYEE NAME. The main table has columns for TIME (STARTED, ENDED, BREAKS), HOURS (REGULAR, ORDINARY, HOLIDAY, SPLIT SHIFT, NIGHT OFFER), and STANDBY DAYS. The first row is shaded and labeled 'Reg Hrs >'. The second row is labeled 'Days Off >' and has columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun).

Form 1
CTRL + PAGE UP

A screenshot of the 'STATE OF HAWAII INDIVIDUAL TIMESHEET' Form 2. It is identical to Form 1 but the 'Days Off >' row is split into two rows, with the first row containing the day labels and the second row being a blank row for data entry.

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.

FRST HALF	2ND HALF	TIME		B R E A K S	C O D E	HOURS							STANDBY DAYS	REMARKS
		STARTED	ENDED			REGULAR TIME	ORDINARY OVERTIME	HOLIDAY OVERTIME	SPLIT SHIFT		NIGHT OFFER. ENTIAL			
									TOTAL TIME EXCLUDING MEAL TIME	ACTUAL TIME WORKED				
Reg Hrs >						B	O	P	E	D	N	S		
						Days Off >	Mon	Tue	Wed	Thu	Fri	Sat	Sun	

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

FRST HALF	2ND HALF	TIME		B R E A K S	C O D E	HOURS							STANDBY DAYS	REMARKS
		STARTED	ENDED			REGULAR TIME	ORDINARY OVERTIME	HOLIDAY OVERTIME	SPLIT SHIFT		NIGHT OFFER. ENTIAL			
									TOTAL TIME EXCLUDING MEAL TIME	ACTUAL TIME WORKED				
Reg Hrs >						B	O	P	E	D	N	S		
						Days Off >	Mon	Tue	Wed	Thu	Fri	Sat	Sun	

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

The diagram illustrates the layout of the 'STATE OF HAWAII INDIVIDUAL TIMESHEET' form. It is divided into several key sections:

- Header Section:** Contains 'STATE OF HAWAII' and 'INDIVIDUAL TIMESHEET'. Below this are fields for 'DEPARTMENT UNIVERSITY OF HAWAII', 'SUB-DIVISION OR SCHOOL', 'PAYROLL NO.', and 'BU CODE'.
- Employee Information Section:** Includes 'SOCIAL SECURITY NO.', 'POSITION NO.', 'HOURLY RATE', and 'EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)'.
- Time and Hours Section:** A large grid for recording work. It includes columns for 'FIRST HALF', '2ND HALF', 'TIME' (with 'STARTED' and 'ENDED' sub-columns), 'BREM A I K N', 'C O D E', 'REGULAR TIME', 'ORDINARY OVERTIME', 'HOLIDAY OVERTIME', 'SPLIT SHIFT' (with 'TOTAL TIME EXCLUDING MEAL TIME' and 'ACTUAL TIME WORKED' sub-columns), 'NIGHT DIFFERENTIAL', 'STAND BY DAYS', and 'REMARKS'. Below the grid is a 'Days Off' section with columns for 'B', 'O', 'P', 'E', 'D', 'N', 'S' and rows for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sun'.
- TOTALS Section:** A summary row with 'TOTALS' on the left and 'COMBINED TOTAL TIME' and 'TOTAL COMPENSATORY TIME' on the right.
- UNIFORM ACCOUNTING CODE Section:** A table with columns: F, YR, APPRN, D, SUB. DIV, OBJECT, FUNCTION, LOC, PROJECT, ENC, PERCENT.

Numbered callouts (1-15) point to specific parts of the form:

- 1. Points to the 'SUB-DIVISION OR SCHOOL' field.
- 2. Points to the 'PAYROLL NO.' field.
- 3. Points to the 'BU CODE' field.
- 4. Points to the 'DEPARTMENT UNIVERSITY OF HAWAII' field.
- 5. Points to the 'POSITION NO.' field.
- 6. Points to the 'HOURLY RATE' field.
- 7. Points to the 'EMPLOYEE NAME' field.
- 8. Points to the 'FIRST HALF' column.
- 9. Points to the 'STARTED' column.
- 10. Points to the 'ORDINARY OVERTIME' column.
- 11. Points to the 'BREM A I K N' column.
- 12. Points to the 'C O D E' column.
- 13. Points to the 'REMARKS' column.
- 14. Points to the 'TOTALS' row.
- 15. Points to the 'UNIFORM ACCOUNTING CODE' table.

1.	SUB-DIVISION OR SCHOOL		Enter the sub-school or division																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">SUB-DIVISION OR SCHOOL</td> </tr> </table>	SUB-DIVISION OR SCHOOL																															
SUB-DIVISION OR SCHOOL																																	
2.	PAYROLL NO.		Enter the appropriate payroll number.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">PAYROLL NO.</td> </tr> </table>	PAYROLL NO.																															
PAYROLL NO.																																	
3.	BU CODE		Enter the appropriate BU code.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">BU CODE</td> </tr> </table>	BU CODE																															
BU CODE																																	
4.	SOCIAL SECURITY NO.		Enter the employee's valid nine-digit social security number. Do not enter hyphens.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">SOCIAL SECURITY NO.</td> </tr> </table>	SOCIAL SECURITY NO.																															
SOCIAL SECURITY NO.																																	
5.	POSITION NO.		Enter the employee's position number.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">POSITION NO.</td> </tr> </table>	POSITION NO.																															
POSITION NO.																																	
6.	HOURLY RATE		Enter the Employee's hourly rate.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">HOURLY RATE</td> </tr> </table>	HOURLY RATE																															
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.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="text-align: center;">EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)</td> </tr> </table>	EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)																															
EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)																																	
8.	MONTH CODE		Enter the appropriate month code in the applicable half. After doing so, the numbers for the days will appear.																														
	<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 50%; text-align: center;">FIRST HALF</td> <td style="width: 50%; text-align: center;">2ND HALF</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	FIRST HALF	2ND HALF																														
FIRST HALF	2ND HALF																																
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.																														
	<table border="1" style="width: 100%; height: 60px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">FIRST HALF</td> <td style="width: 10%; text-align: center;">2ND HALF</td> <td colspan="2" style="text-align: center;">TIME</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">STARTED</td> <td style="text-align: center;">ENDED</td> <td style="text-align: center;">B R E A K M I N K E T I M E</td> <td style="text-align: center;">C O D E</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Reg Hrs ></td> <td></td> <td></td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td></td> <td></td> <td></td> </tr> </table>		FIRST HALF	2ND HALF	TIME										STARTED	ENDED	B R E A K M I N K E T I M E	C O D E				Reg Hrs >											
	FIRST HALF	2ND HALF	TIME																														
			STARTED	ENDED	B R E A K M I N K E T I M E	C O D E																											
Reg Hrs >																																	
10.	DAYS OFF		Place an "x" under the corresponding box for each day the employee does not work.																														
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%; text-align: center;">Days Off ></td> <td style="width: 10%; text-align: center;">Mon</td> <td style="width: 10%; text-align: center;">Tue</td> <td style="width: 10%; text-align: center;">Wed</td> <td style="width: 10%; text-align: center;">Thr</td> <td style="width: 10%; text-align: center;">Fri</td> <td style="width: 10%; text-align: center;">Sat</td> <td style="width: 10%; text-align: center;">Sun</td> </tr> <tr> <td></td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	Days Off >	Mon	Tue	Wed	Thr	Fri	Sat	Sun																								
Days Off >	Mon	Tue	Wed	Thr	Fri	Sat	Sun																										

11.

START TIME / END TIME

The diagram shows a grid with columns labeled 'STARTED' and 'ENDED'. A red arrow points to the first cell of the 'STARTED' column. Below these columns, there is a 'MIN BREAK' column. A black box highlights the first cell of the 'MIN BREAK' column.

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


The diagram shows a grid with a dropdown menu open over a cell. The dropdown menu lists the following codes and descriptions:

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

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'.

13.

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.

14.

COMPENSATORY TIME

Enter any compensatory time the employee wishes to claim.

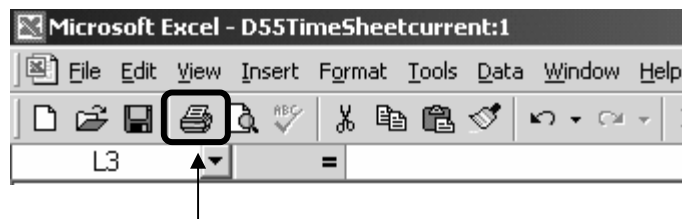
15.

UNIFORM ACCOUNTING CODE

UNIFORM ACCOUNTING CODE										
F	YR	APPRN	D	SUB. DIV	OBJECT	FUNCTION	LOC	PROJECT	ENC	PERCENT

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 1/2 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