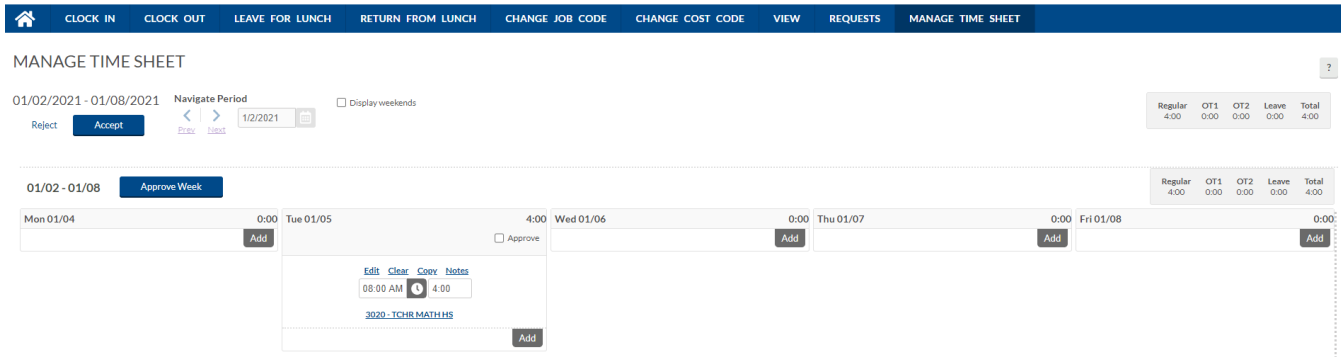


Time Sheets

Input Time

1. Navigate to the Web Clock via **myPascoConnect**
2. Click **MANAGE TIME SHEET**



3. Navigate to the week to be managed using the **Navigate Period** arrow keys
4. Click **Add** on the first work day of the week
5. Select the start time for the work day and the number of paid hours
6. Click **Accept** to lock in time – the message **Operation Successful** appears

Add additional work days

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 and 2 above
2. Click **Copy** on the day that is to be duplicated
3. Select one or more dates from the calendar and click **Paste**
4. Click **Accept** to lock in time – the message **Operation Successful** appears

Delete work day

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 and 2 above
2. Click **Clear** on the day that is to be deleted – the selected day is immediately deleted
3. Click **Accept** to lock in changes – the message **Operation Successful** appears

Create entry for alternate job (e.g. additional duty)

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 and 2 above
1. Click **Add** on the day of the additional duty – the default job, start time, and hours appear
2. Click **Edit**
3. Edit the start time using the clock icon or by manually entering the start time
4. Delete the default hours entry and input the number of hours worked in the alternate job
5. Click on the **Job Code** drop down and select the alternate job
6. Click **Save**
7. Click **Accept** to lock in time – the message **Operation Successful** appears