

## Excel Timesheet Directions

Not knowing how well anyone knows Excel, this will be very elementary. Just a reminder also, if you need me, feel free to call 256-237-6741, ext. 106. Nancy Hanck.

This is an Excel workbook. There are tabs along the bottom to move from sheet to sheet. You simply click on the sheet you want to move to. Individual sheets should be assigned to each individual and volunteers for each category, just as the paper ones. In order to type in any information in a sheet, simply click one time on the box or “cell” (technical name) you want to type in.

Step by step instructions:

- Individual sheets:
  - First, fill in the name of the worker
  - Fill in contractor; remember this is your municipality or county.
  - Fill in the month.
  - Fill in position within the center.
  - Fill in worked in a day exactly as you have on the paper reports. The difference is that you will not have to do any manual addition.
  
- ALL volunteers sheets:
  - Fill in the name of your center
  - Fill in your contractor
  - Fill in the month.
  - Under volunteer name, fill in all your volunteer's names
  - Once again, fill in hours worked in a day exactly as you have on the paper reports. The difference is that you will not have to do any manual calculations.

After all information is filled in the first time, go to File, Save As, and name your workbook something that you will know what its and save to a place that you can always find. Each you open and enter information into this workbook when closing or exiting, you will be asked if you want to save changes. I suggest saving each month with that month’s name in the file name and keep for a few months, just in case you have to go back and make changes, or something happens to your current month that you need to start over on that month. (This should not happen, but it is a computer)

At the end of each month, print, sign, and mail in as you always have.

To begin a new month; open master file and begin the new month.