Timesheet Excel Templates User Guide

MS-Excel Tool User Guide

This Excel-based electronic timesheet records the time the employee starts work, breaks for lunch, returns to work after lunch and the time the employee finishes each day for the seven days of the week. The hours worked each day and the cumulative hours for the week are calculated for a seven-day week. Payroll (gross before deductions) is also calculated and broken down between regular pay and overtime pay.

There are three variations. The first version is a one-week (7 days) timesheet; the second variation is a two-week (14 days) time sheet template while the third is a four-week (28 day) version. The multiple week versions provide two-week or four-week summaries.

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7/8/2013

TIMESHEET EXCEL TEMPLATES USER GUIDE

MS-Excel Tool User Guide

1 WEEKLY TIMESHEET INTRODUCTION

This simple Excel-based electronic time sheet records and calculates the hours worked each day of a seven-day week. Cumulative hours worked are also calculated. Total Gross Pay is also calculated and displayed as standard hours gross pay and overtime hours gross pay.

Weekly Time Sheet

Employee Name	John Doe				**Date**	○	**Week Ending**
Department	Admin.				**1-Jan-13**		
Staff No.	101			1		◉	**Week Starting**

	Date	Weekday	Start Time	Time Out	Time In	Time End	Total Hours	Cum. Hours
	1-Jan-13	Tuesday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	7:30
	2-Jan-13	Wednesday	8:00 AM	1:00 PM	2:00 PM	5:45 PM	8:45	16:15
	3-Jan-13	Thursday	9:15 AM	12:45 PM	2:00 PM	5:45 PM	7:15	23:30
	4-Jan-13	Friday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	31:00
	5-Jan-13	Saturday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	38:30
	6-Jan-13	Sunday	8:00 AM	12:45 PM	2:00 PM	5:45 PM	8:30	47:00
	7-Jan-13	Monday	8:00 AM	12:45 PM	2:00 PM	5:45 PM	8:30	55:30
						Total	**55:30**	

Weekly Standard Hours	**40:00**		**Hours**	**Rate**	**Gross Pay**
		Standard	**40:00**	**$10.00**	**$400.00**
		Overtime	**15:30**	**$15.00**	**$232.50**
		Total			**$632.50**

Signed _____

Approved _____

Diagram 1 Weekly Timesheet

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2 FEATURES

The time sheet incorporates the following features:

- One week, two week and four week versions are available
- Option to set week-ending or week-starting date.
- Dates and days-of-the-week are automatically calculated and displayed.
- Choice of 12-hour or 24-hour time formats.
- Allows for daily check-in and check-out for lunch.
- Handles shifts that span two days, i.e. night shifts.
- Calculates actual hours worked each day.
- Calculates a running total of the cumulative hours worked from the beginning of the week.
- Allows the user to specify the number of standard hours in a week.
- Calculates the overtime hours worked in excess of the standard hours for the week.
- Calculates Gross Pay for standard hours and overtime hours.
- Produces user-friendly print format.
- Facilitates signature and approval signoff.

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3 User Instructions

Note data entry cells are indicated by a red border in diagram 1 above. This applies to data entry for all versions (one, two and four weeks).

1. Enter the **Employee's Name**, **Department** and **Staff No**.
2. Enter the relevant **Date** and specify the **Date** as being **Week Ending** or **Week Starting** by clicking on the appropriate box.
3. The **Dates** and **Weekdays** (columns 1 & 2) are automatically calculated and displayed.
4. For each working day, enter **Start Time**, **Time Out/Time In** (lunch) and **Time End**. The format is hours and minutes "**HH:MM"**. Time can be entered using the 24 hour format and will be displayed in AM/PM format, e.g. 14:30 will be displayed as 2:30 PM.

   If the time is entered in AM/PM format the format should be HH:MM, followed by a single space and either AM or PM as appropriate.

   Note a colon "**:**" rather than a decimal point "**.**" should be used between the **HH** and **MM** when entering times.
5. The **Total Hours** for the day and the **Cumulative Hours** worked for the week-to-date are calculated and displayed.
6. The **Standard Hours** to be worked for the normal week may be entered. If the **Weekly Standard Hours** has been entered, the actual hours worked at **Standard Rate** and at **Overtime Rate** are calculated and displayed.
7. The Hourly **Standard Hourly Rate** and **Overtime Hourly Rate** should be entered, allowing the **Gross Pay** to be calculated for both **Standard Hours** and **Overtime Hours** to be calculated.

If appropriate, the completed **Time Sheet** can be printed and the hard copy can be signed and approved. Alternatively, the completed **Time Sheet** can be forwarded electronically as an email attachment.

3.1 Two & Four Week Timesheet

Data entry for the **first week** is as described above.

For **subsequent weeks** Employee Data and Week Start Date (as depicted in diagram 2 below) are carried forward from the previous week. All time in and time out data highlighted in red is entered. While the Standard week duration and Standard and Overtime Rates will normally not change for one week to the next, the option exists to change them for any particular week.

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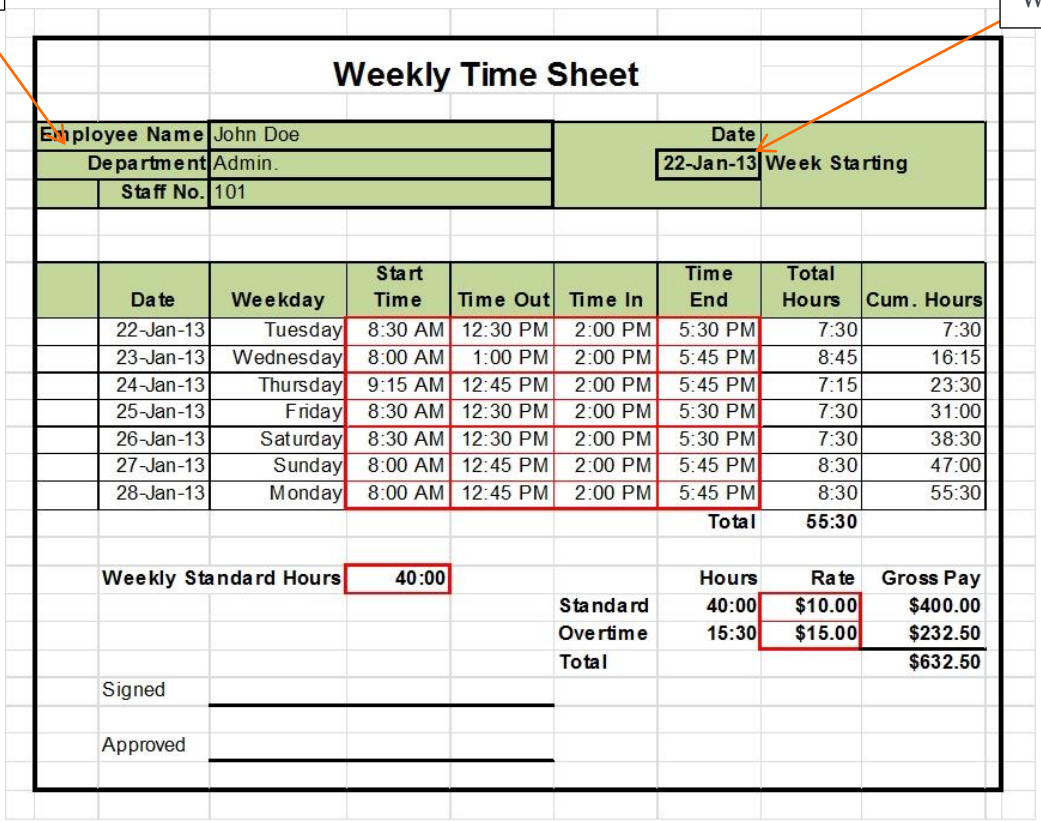
Employee Data

Week Start Date



Weekly Time Sheet

Employee Name	John Doe				Date		
Department	Admin.				22-Jan-13	Week Starting	
Staff No.	101						

	Date	Weekday	Start Time	Time Out	Time In	Time End	Total Hours	Cum. Hours
	22-Jan-13	Tuesday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	7:30
	23-Jan-13	Wednesday	8:00 AM	1:00 PM	2:00 PM	5:45 PM	8:45	16:15
	24-Jan-13	Thursday	9:15 AM	12:45 PM	2:00 PM	5:45 PM	7:15	23:30
	25-Jan-13	Friday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	31:00
	26-Jan-13	Saturday	8:30 AM	12:30 PM	2:00 PM	5:30 PM	7:30	38:30
	27-Jan-13	Sunday	8:00 AM	12:45 PM	2:00 PM	5:45 PM	8:30	47:00
	28-Jan-13	Monday	8:00 AM	12:45 PM	2:00 PM	5:45 PM	8:30	55:30
						Total	55:30	

Weekly Standard Hours	40:00		Hours	Rate	Gross Pay
		Standard	40:00	$10.00	$400.00
		Overtime	15:30	$15.00	$232.50
		Total			$632.50

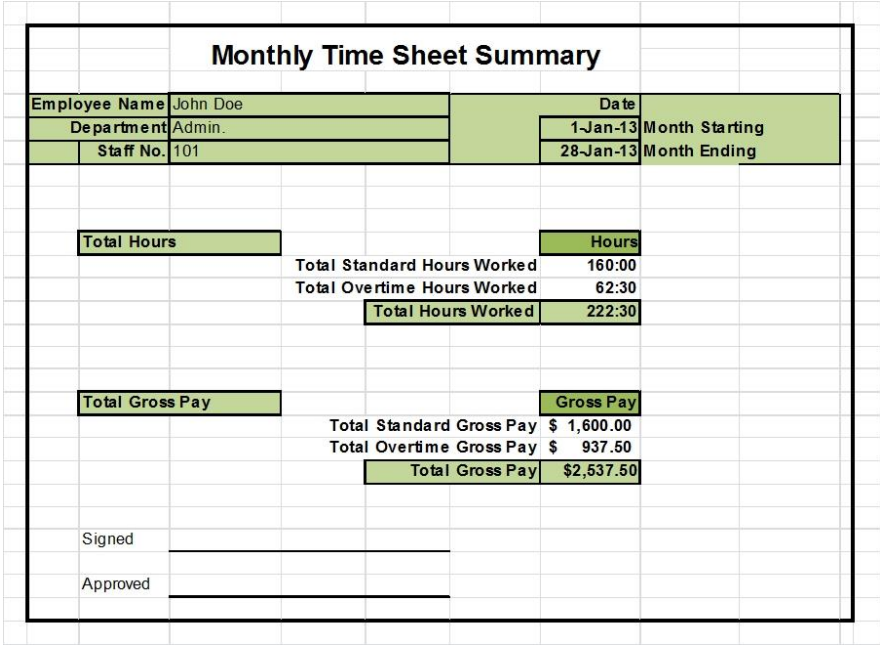
Signed _____

Approved _____

Diagram 2 Second Week Timesheet

3.2 Two Week and Four Week Summary

A multi-week summary as depicted in diagram 3 below is automatically produced.



Monthly Time Sheet Summary

Employee Name	John Doe		Date	
Department	Admin.		1-Jan-13	Month Starting
Staff No.	101		28-Jan-13	Month Ending

Total Hours		Hours
	Total Standard Hours Worked	160:00
	Total Overtime Hours Worked	62:30
	Total Hours Worked	222:30

Total Gross Pay		Gross Pay
	Total Standard Gross Pay	$ 1,600.00
	Total Overtime Gross Pay	$ 937.50
	Total Gross Pay	$2,537.50

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Diagram 3 Monthly Summary

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