Summer Fridays in CSIU Timesheet

This short guide is to show you how to enter your timesheet into CSIU during Summer Fridays.

Make sure you log your hours as the hours you actually worked. Do not log hours on Fridays since we are not scheduled to work then. The example below illustrates a typical 37.5 hour week.

✚	06/19/2023	Mon	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	04:00 PM	30	9.50	✚
✚	06/20/2023	Tue	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	04:00 PM	30	9.50	✚
✚	06/21/2023	Wed	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	04:00 PM	30	9.50	✚
✚	06/22/2023	Thu	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	03:30 PM	30	9.00	✚
✚	06/23/2023	Fri	--Select-- ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	--:-- --	--:-- --			📝

If you wish, you can select to leave a note on Fridays stating summer Fridays by clicking the **green plus** on the right side of the screen.

Once you request PTO in your staff portal my absences tab, it will populate on your timesheet.

Please see the example on 6/15/23 below

✚	06/12/2023	Mon	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	04:00 PM	30	9.50			✚
✚	06/13/2023	Tue	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	04:00 PM	30	9.50			✚
✚	06/14/2023	Wed	Work ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	06:00 AM	04:00 PM	30	9.50			✚
✚	06/15/2023	Thu	Absent ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	--:-- --	--:-- --		9.00	VA12 ▾	✏	✚

If you work and take PTO in the same day, you will need to click the **green plus** on the left side of the screen in the same line as your pre-created absence. This will populate another line where you can add your worked time.

Please see the example below

✚	06/15/2023	Thu	Absent ▾	HR/PAYROLL SPECIALIST (DIST-ADMINISTRATION OFFICE) ▾	--:-- --	--:-- --		9.00	VA12 ▾	✏	✚
✕	06/15/2023	Thu	--Select-- ▾	--Select-- ▾	--:-- --	--:-- --	0				✚

If you end up not needing this extra line or add it in mistake, you can use the **red X** on the left to remove it.

If you have any questions please reach out to Erin Lutz, HR/Payroll specialist, at elutz@smsd.us.