

Quick Source Guide

Entering or Revising Workhours in CAIRS
September 2005



Step-by-Step Instructions

- ✚ **Select Enter/Update Workhours** from the CAIRS Input Center menu.
- ✚ **Select the Appropriate Organization Code** from the drop down box list to indicate the organization for which you are entering data. (NOTE: If entering data for multiple organization codes, select the codes by pressing and holding down the control key (Ctrl) while clicking each **Organization code** for which you are ready to enter data).
- ✚ **Select the Year and Quarter** from the drop down list to indicate the reporting period. If a comparison with information reported the previous quarter is desired, click the button to **Show Data From Previous Quarter**.
- ✚ **Click the Next Screen Button** to move to the next page and begin entering workhours.
- ✚ **Enter Workhours** for the organization code(s) in the box in column four.
- ✚ **Enter the Program Secretarial Office (PSO) Code(s)**, if available, in the PSO field and the percent of the hours worked for each PSO listed.
- ✚ **Click the Submit Changes Button** after entry is complete.
- ✚ **Click the Yes Button** in column three (Quarterly Report Complete) if the correct value has been entered for the number of workhours and all new or revised cases have been entered for the reporting period.
- ✚ **Complete the Quarterly Report Submission by Clicking the Submit Changes Button**. NOTE: You must click the **Submit Changes** button after indicating “Yes” that the report is complete.