Instructions for 2013 T&A Spreadsheet

The T&A Spreadsheet has been reworked to closely match the webTA format.  With this, there is a change on how you enter data from previous years.  Hours in the pay period worksheets and the instructions page should be entered in time format … always with a colon.

The instructions below come from the **Instructions** worksheet page for hints on entering data.

Instructions for entering data in Pay Period sheets

Enter 15 minutes as 0:15 (zero required).  Cannot use 0.25

Enter 6 hours 45 minutes as 6:45

Enter 8 hours as 8: or 8:00 (you do not need to enter the 00).  Simply entering an 8 will not work.

For example, on the Instructions page, if you carry over 238 ¾ hours of annual leave, you would enter 238:45 in cell A5.

There are two ways to enter your T&A data in the Pay Period pages:

1) You may enter the hours manually in the actual T&A form row 24.  Other hours (ex. Leave) in rows below that.

    Your entries will be in hours and minutes (in quarter hours).  For example: 6:30 is entered for 6 1/2 hours.  The colon is required.

  OR

2) You may enter the in/out times in quarter hours in 24 hour time format.  These entries are entered in rows 4 through 11

    (Top part of Pay Period page).  Again, the colon must be typed between the hour and minutes.  See example below.

                  If you choose method (2), the spreadsheet will automatically

                  calculate and enter the hours in the "Regular Time" row (Row 24).

                  Example of an in/out entry:

                In       8:00

                Out   11:30

                In     12:15

                Out   17:00