

f. Hour Entry by date and cost center

- i. Clicking into the cell will show four digits passed the decimal - 0.0000. Only enter up to two digits passed the decimal, i.e., 0.2500.
- ii. Cursor and Cells Sensitivity - each cell for Time Entry reacts to arrow keys and mice scrolls when clicked in a cell.

1. **Move your cursor out of cells except for entering time.**
2. Tab works fine across the row.
3. Cell example: 4.5 hours entered to 10/12, unless cursor is moved out cell, the hours will change if the mouse scroll or the arrow keys get hit.
 - a. If you see 0.0000, a cell is active.
 - b. Be sure to check all cells for accuracy because the cell will only show the two-digit rounding when not active.

10/12/2026	10/13/2026	10/14/2026	10/15/2026
4.5002	4.50	0.00	0.00
0.00	0.00	0.00	0.00

g. Sorting and Size of Timesheet

- i. Clicking the heading of the column will sort that column up or down.

Cost Center	Earnings Code	10/10/2026	10/11/2026	10/12/2026
Admin	Wages	0.00	0.00	5.00
NHR	Wages	0.00	0.00	0.25
LAOB	Wages	0.00	0.00	0.25
FPP	Wages	0.00	0.00	0.25
CDS/ HUD Leahy Fund	Wages	0.00	0.00	0.25