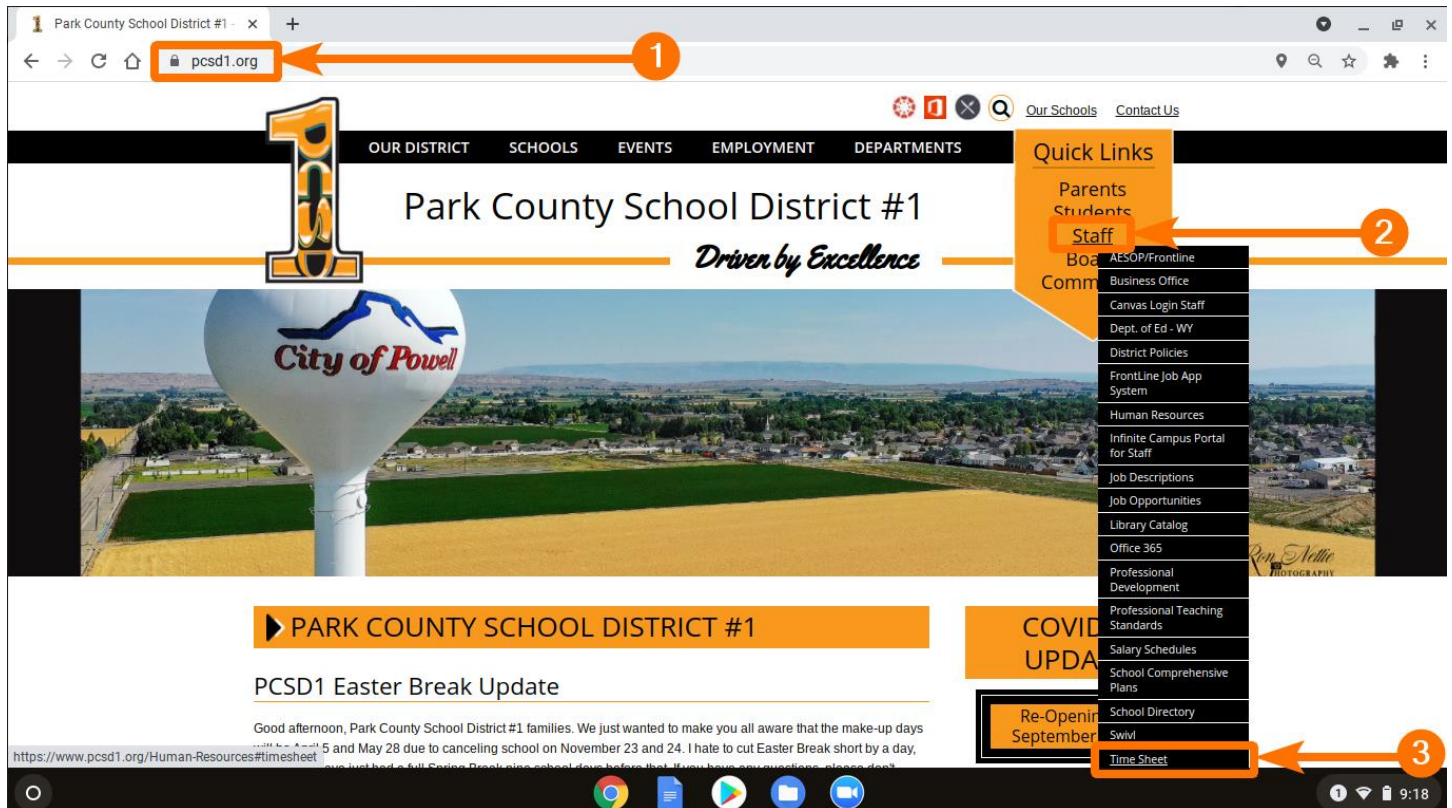


Filling out timesheets on a Chromebook

v2 last edit 04/01/21

1. Login to your Chromebook and go to www.pcsd1.org
2. Select **Staff** under Quick Links
3. Select **Time Sheet**

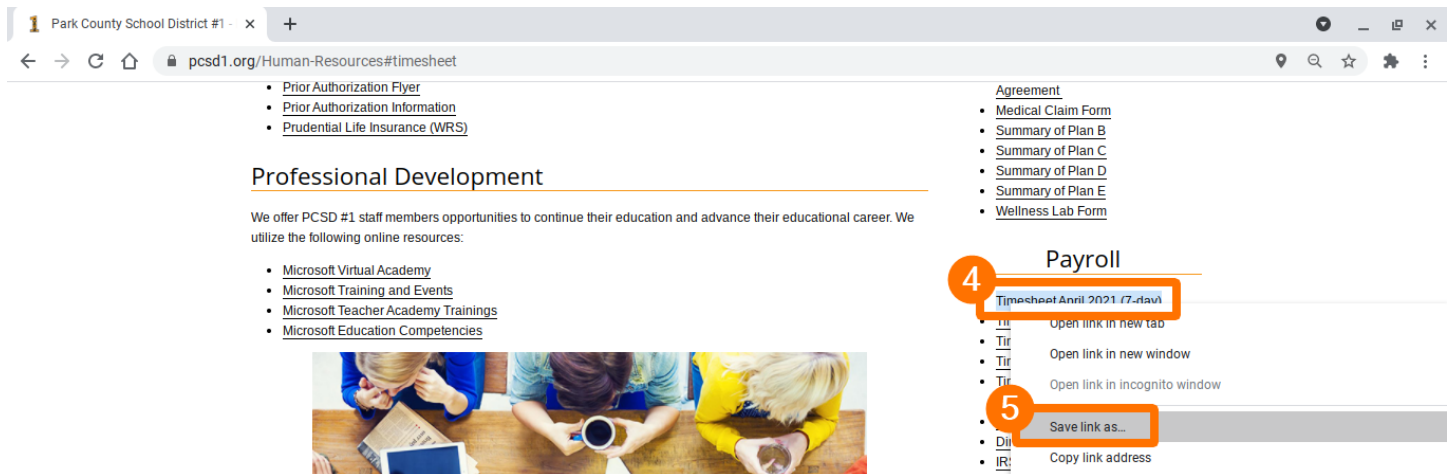


4. Under the **Payroll** section, **right click** the timesheet you want to fill out



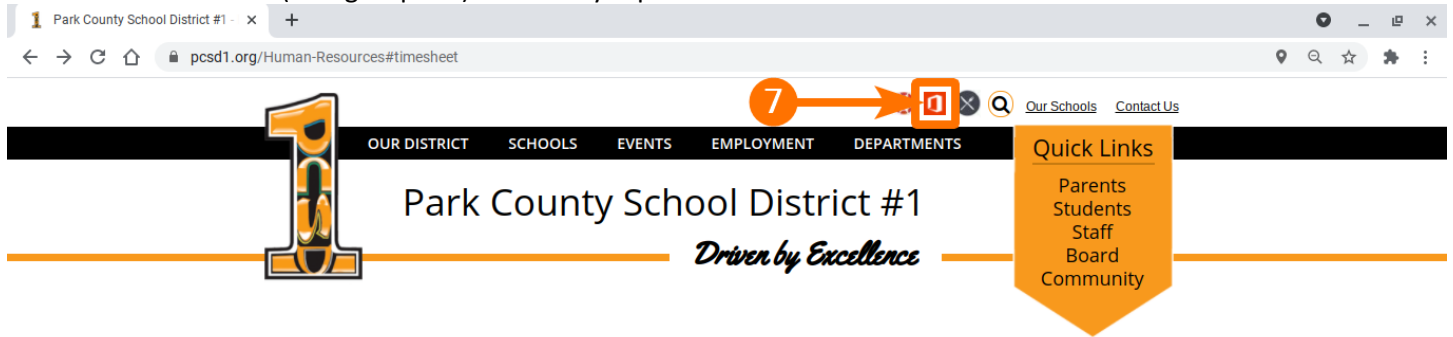
TECH TIP: There are 2 possible ways to right-click on a Chromebook:

- Option 1:** Place **2 fingers** on the Chromebook touchpad and press down to **click with both fingers at once**.
- Option 2:** Hold the **alt** key on the keyboard down. Place **1 finger** on the touchpad and press down to click.



5. In the popup menu, choose **Save link as**. This will download the timesheet to your Chromebook.

6. Scroll to the top of the District website.
7. Click the **Office icon** (orange square) at the very top



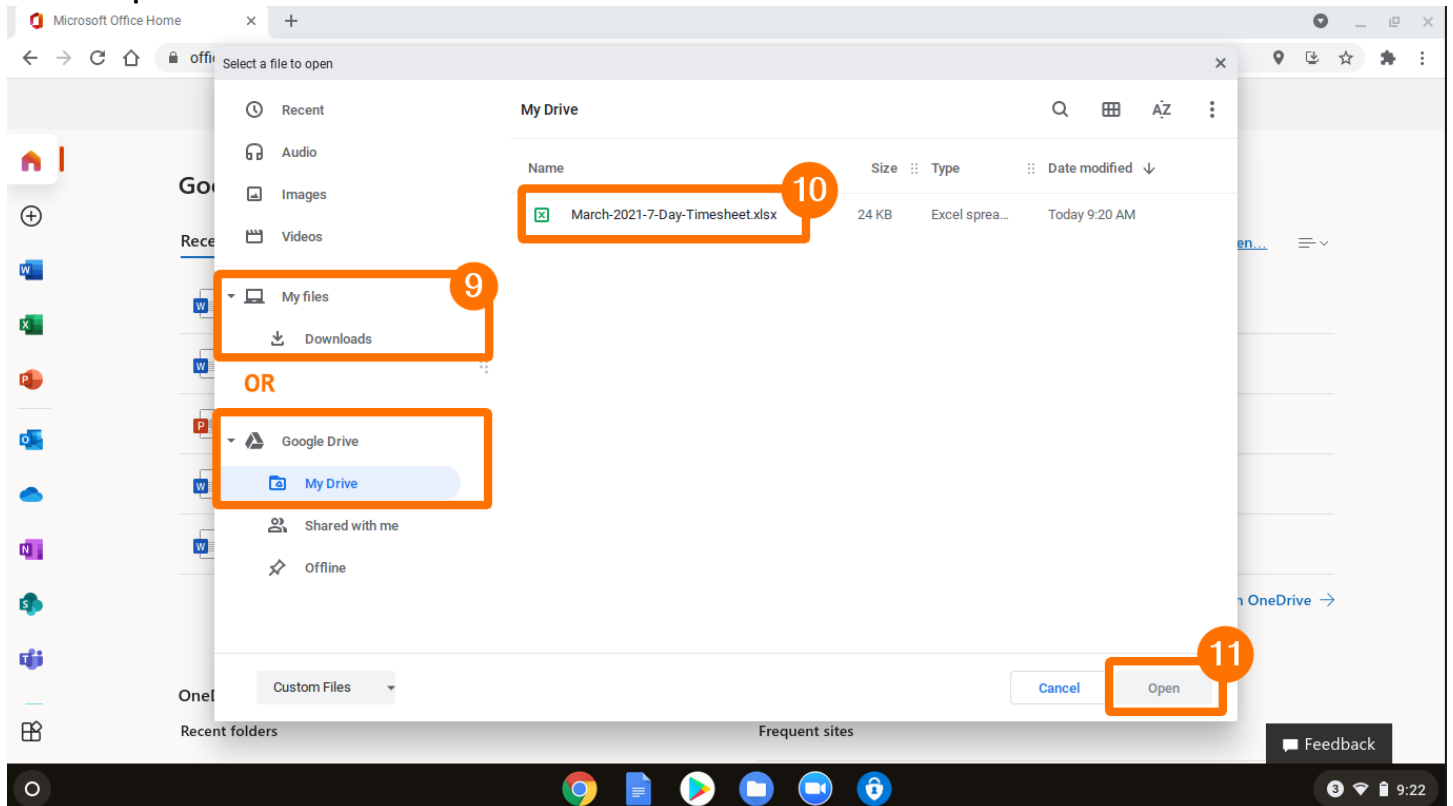
8. Click the blue text that says **Upload and open...**



9. Find the timesheet you downloaded. It might be in your **Downloads** folder, or in your **My Drive** folder

10. **Select** the timesheet

11. Click **Open**



12. The timesheet is now open in Excel Online. Your changes will be saved automatically. When you are done filling it out, click **File** to print it.

12 Excel March-2021-7-Day-Timesheet - Saved

File Home Insert Formulas Data Review View Automate Help

Verdana 9 B

March-2021-7-Day-Timesheet.xlsx

pcsd1-my.sharepoint.com/..._layouts/15/doc2.aspx?sourcedoc=%7B9DAE06CB-E242-4933-8C7C-67456B0F6A1A%7D&file=March-20...

Search (Alt + Q)

Share Comments

Job Title: LOCATION:

Employee Name:

Payroll Period From: 2/14/2021 TO 3/13/2021

INSTRUCTIONS: All hourly employees must report the actual time of day work begins and ends.
When leaving work for lunch or dinner breaks, you must enter the time out, then back in at the end of the break.

DAY	DATE	MORNING		AFTERNOON		TOTAL WORKED	Hrs M-F	ABSENCES		COMMENT
		IN	OUT	IN	OUT			# HOURS	REASON	
Sun	2/14					0:00				
MON	2/15					0:00				
TUE	2/16					0:00				
WED	2/17					0:00				
THU	2/18					0:00				
FRI	2/19					0:00				
SAT	2/20					0:00				
WEEKLY TOTAL						40:00	00:00	00:00	00:00	

DEC 07

Calculation Mode: Automatic Workbook Statistics Give Feedback to Microsoft 100%