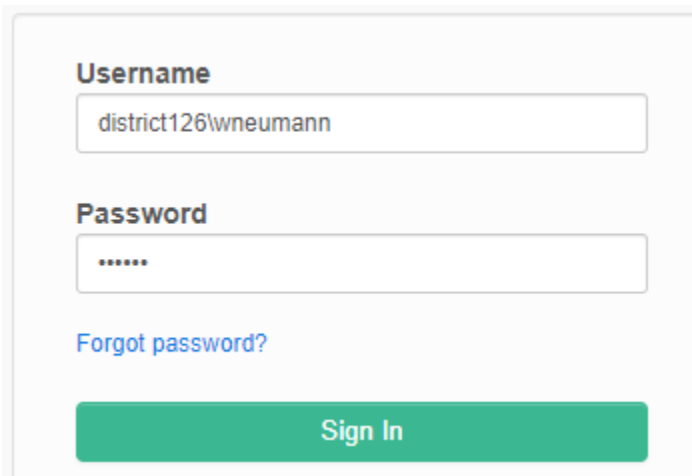


Filling out and Submitting Timesheets

(Filling information in daily)

1. Click on the following url: [Laserfische Login](#)
2. Type in your username. District126\firstinitiallastname example: district126\wneumann
3. Type in your password. Your password is what you type in to log into your pc.
4. Click Sign In.



Username
district126\wneumann

Password
.....

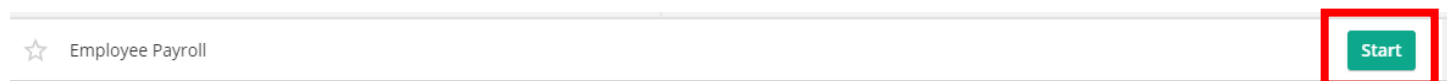
[Forgot password?](#)

Sign In

5. Click on Start Process (3rd item on the top blue line)



6. On the next screen, click on Start.



7. All areas with a red * are required.
Employee Name: click on this box, type in the first few letters of your last name and it should appear. Once it does, click on your name to select it.
Employee Email: Enter your school email address.
The Location and Position will automatically fill in.
Time Sheet Due Date: click on the calendar icon and choose the day the time sheet is due (always the pay date)

Employee Name *

Location

Time Sheet Due Date *

Employee Email *

Position

8. You will do the following steps for each day of the time period. Click with your mouse or press the tab key to move between fields.

Hours Worked

Week 1	Date	Time In	Lunch Start	Lunch End	Time Out	Other	Total Hours
Mon	<input type="text" value="A"/>	<input type="text" value="B"/> <input type="text" value="AM"/> <input type="text" value="C"/>	<input type="text" value="D"/> <input type="text" value="AM"/>	<input type="text" value="E"/> <input type="text" value="F"/> <input type="text" value="G"/>	<input type="text" value="H"/> <input type="text" value="AM"/>	<input type="text" value="I"/> <input type="text" value="AM"/>	0.00
Tues	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Wed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

- A. Type in the date in mm/dd/yyyy format or click on the calendar icon.
- B. Type in the time you started (example0730) or click on the down arrow and choose the time.
- C. Click on the down arrow and choose AM or PM.
- D. Type in the time you started your lunch or click on the down arrow and choose the time.
- E. Click on the down arrow and choose AM or PM.
- F. Type in the time you returned from lunch or click on the down arrow and choose the time.
- G. Click on the down arrow and choose AM or PM.
- H. Type in the time you left for the day or click on the down arrow and choose the time.
- I. Click on the down arrow and choose AM or PM.

Week 1	Date	Time In	Lunch Start	Lunch End	Time Out	Other	Total Hours
Mon	<input type="text" value="3/25/2019"/>	<input type="text" value="07:30:00"/> <input type="text" value="AM"/>	<input type="text" value="12:00:00"/> <input type="text" value="PM"/>	<input type="text" value="12:30:00"/> <input type="text" value="PM"/>	<input type="text" value="03:00:00"/> <input type="text" value="PM"/>	<input type="text"/>	7.00







The Total Hours will automatically calculate for each day.

****If you notice the Total Hours is not calculating correctly, check to make sure you have the correct AM or PM chosen for each time you entered.**

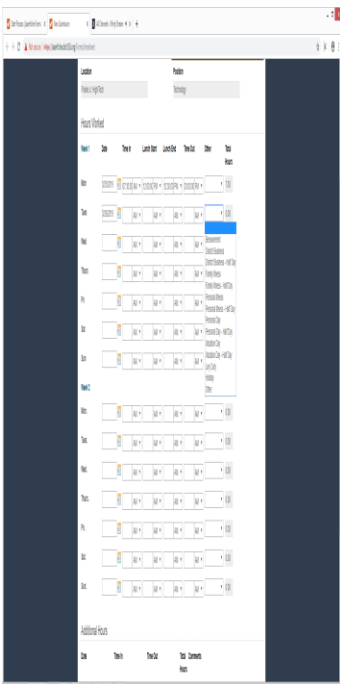
Entering Full Day Absences

1. If you were absent on any certain day, you will do the following:

Hours Worked


Week 1	Date	Time In	Lunch Start	Lunch End	Time Out	Other	Total Hours
Mon	<input type="text" value=""/> 	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> 	0.00
Tues	<input type="text" value=""/> 	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> 	0.00
Wed	<input type="text" value=""/> 	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> AM <input type="text" value=""/>	<input type="text" value=""/> 	0.00

- A. Type in the date in mm/dd/yyyy format or click on the calendar icon.
- B. Click on the down arrow next to the box under the Other column and choose one of the following:



- C. The total hours box will now allow you to type (will no longer be “grayed out”) Type in the hours you should be paid for.

Family Illnes:

3/26/2019  AM AM AM AM Family Illnes:

****If you notice the Total Hours is not calculating correctly, check to make sure you have the correct AM or PM chosen for each time you entered.**

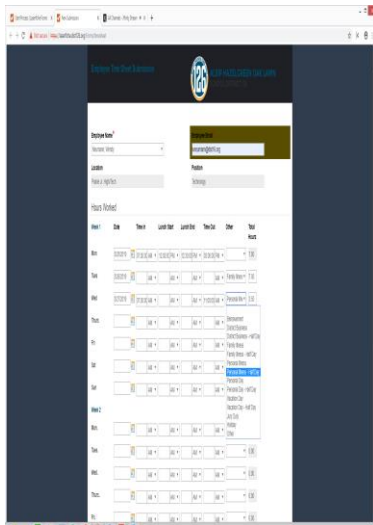
Entering Half Day Absences

- If you came in late or left early on any certain day, you will do the following:

Hours Worked

Week 1	Date	Time In	Lunch Start	Lunch End	Time Out	Other	Total Hours		
Mon	<input type="text" value="A"/>	<input type="text" value="B"/>	<input type="text" value="C"/>	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="text" value="D"/>	<input type="text" value="E"/>	<input type="text" value="F"/>	0.00
Tues	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Wed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

- Type in the date in mm/dd/yyyy format or click on the calendar icon.
- Type in the time you started (example 0730) or click on the down arrow and choose the time.
- Click on the down arrow and choose AM or PM.
- Type in the time you left for the day or click on the down arrow and choose the time.
- Click on the down arrow and chose AM or PM.
- Click on the down arrow next to the box under the Other column and choose one of the following:



- The total hours for the day will automatically fill in based on the Time In and Time Out you entered.


<input type="text" value="3/27/2019"/>	<input type="text" value="07:30:00"/>	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="text" value="AM"/>	<input type="text" value="11:00:00"/>	<input type="text" value="AM"/>	<input type="text" value="Personal Illne"/>	<input type="text" value="3.50"/>
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****If you notice the Total Hours is not calculating correctly, check to make sure you have the correct AM or PM chosen for each time you entered.**


Entering Additional Time

1. Scroll down to the Additional Hours section.

Additional Hours

Date	Time In	Time Out	Total Hours	Comments
<input type="text" value="A"/> 	<input type="text" value="B"/> <input type="text" value="AM"/> <input type="text" value="C"/>	<input type="text" value="D"/> <input type="text" value="AM"/> <input type="text" value="E"/>	<input type="text" value="0.00"/>	<input type="text" value="F"/>

- A.** Type in the date in mm/dd/yyyy format or click on the calendar icon.
- B.** Type in the time you started (example 0100) or click on the down arrow and choose the time.
- C.** Click on the down arrow and choose AM or PM.
- D.** Type in the time you left for the day or click on the down arrow and choose the time.
- E.** Click on the down arrow and choose AM or PM.
- F.** Type in the reason you worked extra time.

Date	Time In	Time Out	Total Hours	Comments
<input type="text" value="3/30/2019"/> 	<input type="text" value="01:00:00"/> <input type="text" value="PM"/>	<input type="text" value="04:00:00"/> <input type="text" value="PM"/>	<input type="text" value="3.00"/>	<input type="text" value="Setup for park district"/>

2. To add Additional Hours, click on Add.

[Add](#)

****If you notice the Total Hours is not calculating correctly, check to make sure you have the correct AM or PM chosen for each time you entered.**

Saving and Submitting Your Timesheet

Saving your timesheet daily:

1. Scroll to the bottom and click on Save as Draft.

Save as Draft

2. Type in the name you would like for this file. Click Save.

Save Draft

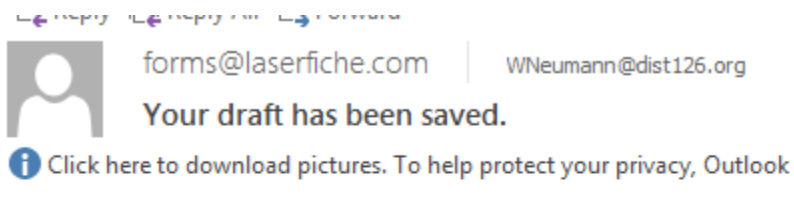
Verify your email below. A link to your draft will be emailed to you and will also be available in the Drafts section of your Forms inbox.

Draft name

Email

Save **Cancel**

3. You will receive the following email letting you know your draft has been saved.



Your draft has been saved.

[Click here to complete your form](#)

Opening existing timesheet to fill in daily hours:

1. Click on the link you received in the email.

[Click here to complete your form](#)

2. Your current timesheet will open.

Employee Name*		Neumann, Wendy		Employee Email*		wneumann@dist126.org	
Location		Prairie Jr. High/Tech		Position		Technology	

Hours Worked

Week 1	Date	Time In	Lunch Start	Lunch End	Time Out	Other	Total Hours
Mon	3/25/2019	07:30:00 AM	12:00:00 PM	12:30:00 PM	03:00:00 PM		7.00
Tues	3/26/2019					Family Illness	0.00
Wed	3/27/2019	07:30:00 AM			11:00:00 AM		3.50
Thurs							0.00
Fri							0.00

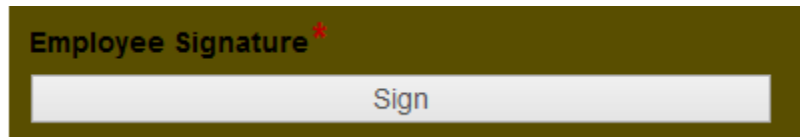
3. Continue to fill out your timesheet daily for the pay period. Please remember to click on Save as Draft daily. If you do not click on this, the information you entered WILL NOT SAVE.

****If you notice the Total Hours is not calculating correctly, check to make sure you have the correct AM or PM chosen for each time you entered.**

Submitting your timesheet for approval:

At the end of the pay period, please do the following to submit your timesheet to your supervisor for approval.

1. You will need to digitally sign your timesheet.
2. Under Employee Signature click on Sign



3. Type your name in the box "Type your name here"

A screenshot of a text input field. The field is outlined in gray and contains the text "Jane Smith" in a dark gray font. Above the field, the placeholder text "Type your name here" is visible in a lighter gray font. The field is positioned between two horizontal lines.

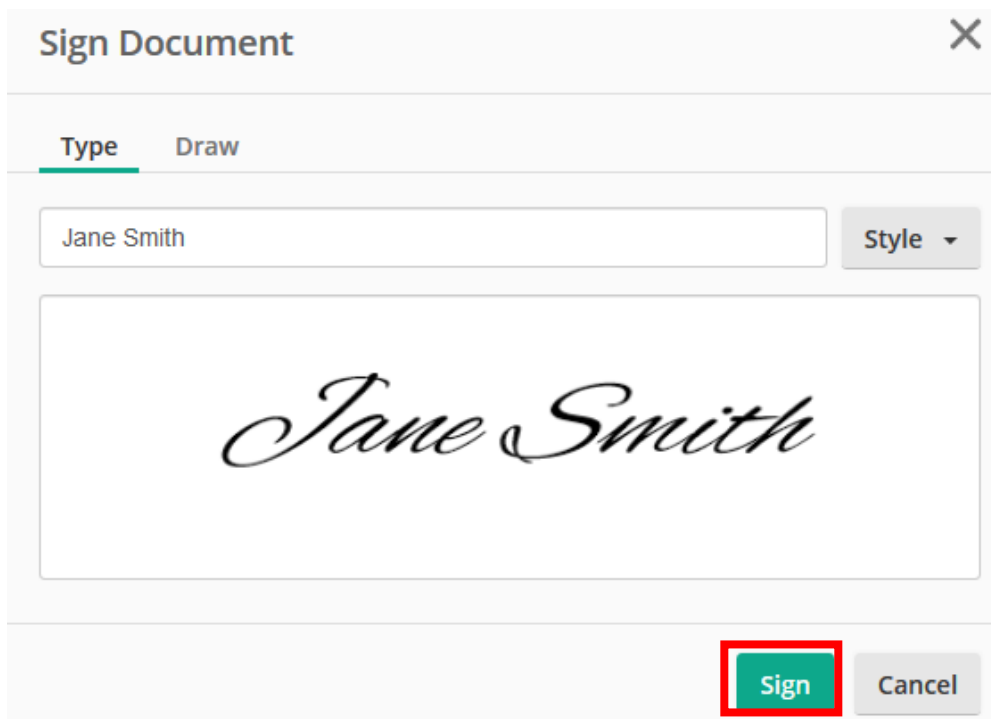
4. The screen will now look like the following:



5. If you would like to change how your signature appears, click on the down arrow next to Style you to see other options available.



6. Once you like your signature, click on Sign.



7. Your screen will now look like the following. Click on Submit. Once you click Submit, your supervisor will receive an email letting him/her know to log in and approve your timesheet.

