# Instructions for Pre-Employment Transition Services Timesheet

## Description

The timesheet is an excel spreadsheet consisting of two tabs, one for Days 1 through 15 of the month and one for Days 16 through 31 of the month. Each tab is set up the same way.

Cell A1: This is a merged cell with basic instructions for using the worksheet.

Cell A2: This is a merged cell with the title of the timesheet. Title is “Pre-Employment Transition Services Timesheet.”

Cells A3 through F3:

* A3: contains the word “Month”
* B3: this cell is where you put the month that the time sheet covers.
* C3: contains the word “Year”
* D3: this cell is where you put the year that the time sheet covers.
* E3: this cell contains the word “Name”
* F3: this cell is where you enter your name.

Cells A4 through Q20:

* This is a table where the time data is entered.
* Row 4 is the header row for the table.
  + A4 is the heading “Case Number”.
  + B4 through P4 are the headings, numbers 1 through 15 (or 16 through 31 for the second tab), one for each of the first 15 days (or last 16 days) of the month.
  + Q4 is the heading for the total number of hours for the first or second half of the month by case number.
* Rows 5 through19 are the cells where you will enter the time data for the month.
  + In column A, you enter the case number of the consumer you have been working with.
  + In columns B through P, you will enter the number of hours you spent each of the days with that particular consumer. For example, in column B, you would enter the hours spent on the first day of the month with that consumer.
  + Column Q is an automatically calculated column. It is the sum of hours spent on the case. You will not be able to enter a number here.
* Row 20 is a totals row for daily total time spent. All values in this row are automatically calculated by the spreadsheet.

Cells A21 and B21

* Cell A21 is the word “Notes”
* Cell B21 is a large cell where notes on the time entered in the time sheet can be entered.

## Navigation Instructions

The worksheet is most easily navigated using the “Control-G” to move into an area and then using the “Tab” key or the arrow keys to move around in the area.

* Type “Control-G” and then “month” and the enter key. This will place the cursor in the cell where you enter the month. Type the month for the data.
  + Use the Right arrow key twice to move to the cell to enter the year for the data.
  + Use the Right arrow key twice to move to the cell to enter your name.
  + For days 16 to 31 tab, you should type “month2” and the enter key to go to the correct cell.
* Type “Control-G” and then “first” and the enter key. This will place the cursor in the cell where you enter your first case number. Type your first case number.
  + You can use either the right arrow key or the tab key to move to the cells for each of the days.
  + When you are on the case totals cell, your next tab will move you to the first cell on the next line. This is where you will enter the next case number.
  + For days 16 to 31 tab, you should type “first2” and the enter key to go to the correct cell.
* Type “Control-G” and then “notes” and the enter key. This will place the cursor in the cell where you can enter notes for this time period.
  + For days 16 to 31 tab, you should type “notes2” and the enter key to go to the correct cell.