



State of Montana
DEPARTMENT OF CORRECTIONS
DIRECTIONS TO SUPPORT THE ELECTRONIC TIME SHEET

At this time the following functions are supported:

Automatic pay period date calculation. The user clicks on the pay period ending date box and then selects the appropriate payroll period ending date from the drop down list.

1. Payroll year support. To change payroll years press CTRL + SHIFT + Y. That will display a form for the payroll year with a drop down list from which to change the appropriate year.
2. Automatic overtime pay code selector. Depending on your legal employment status, that is exempt or FLSA non-exempt, overtime is automatically figured for overtime hours entered. You must select the check box at the top of the form indicating your FLSA employment category. If you have any questions about this, ask your supervisor.
3. Automatic holiday pay calculation. Every holiday for the next ten years is programmed into the sheet and will insert 8 hours on the appropriate pay period day, corresponding to the State schedule of paid holidays. Paid holiday logic only applies to weekdays (Mon-Fri). Weekends are left open to enter holiday pay hours, although there is no scenario foreseen where that will apply
4. Automatic clearing of the worksheet. To clear the worksheet, press CTRL + SHIFT + C, and make the appropriate selection from the dialogue box that pops up. All hours entered on both sides of the sheet are cleared. You may store this document according to pay period ending by using the same manner you currently store your electronic data.