



Benefit Eligible School Support Staff Time Card Instructions

Abstract

In order to be in compliance with regulatory requirements, staff must record every hour that they work on a daily basis. This process allows a safe and secure accounting and reporting of all hours worked.

Boswell Matt
Matt.boswell@seattlearch.org

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Set Up Instructions

1. You will receive this letter if you are identified by your principal as qualified to receive your pay on a Salaried basis

July 31, 2015

[Employee]
[Address]
[City, Washington ZIP]
[email@]

A method to maintain your pay in a “salaried” form has been devised for this 2015-16 school year. This will allow for you to be paid over the summer just like you have in past years and to retain your benefit coverage over the summer. Also, you will have any dependent coverage premiums taken out over the entire twelve months. Just like in the past.

There is one major change that we must have your help with. **You must accurately and regularly record all of your work time each day.** We have provided a simple “link” to secure cloud based spreadsheet for this purpose. We understand it is another task to do each day; however, we must have the work time information. By using this side system we can allow the payroll system to pay you on a salaried schedule. If we do not have the data we will need to place you on a straight hourly pay model where you will enter you time worked directly in the payroll system and only be paid for hours worked.

Procedure:

- Receive invitation from “Box” and completed log in process
- Open your time record spreadsheet
- Enter your hours worked (scheduled hours less your unpaid meal break)
- Save
- Repeat (the next work day)

There is no way around the fact the all-time-worked must be accounted for and reported. We are hopeful this approach will have the most benefit and least burden.

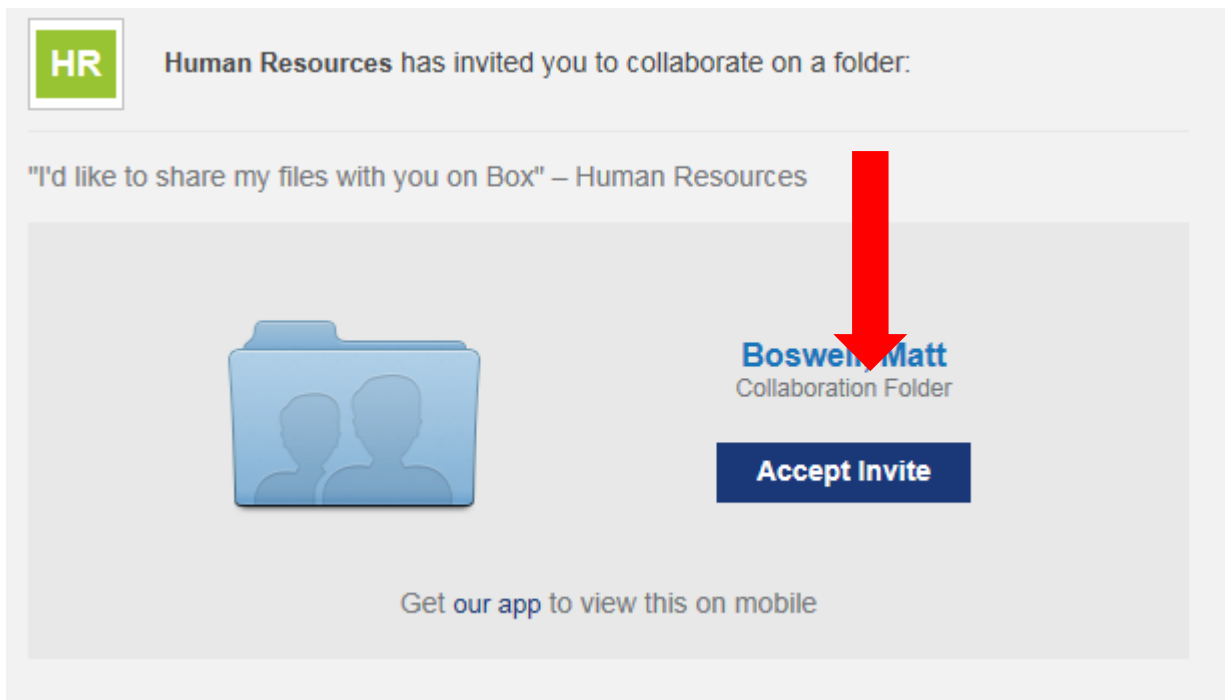
Sincerely

[Name]
Principal

Cc: Pastoral Leaders
Pastoral Assistance for Administration
HR@seattlearch.org

Enclosure: Detail “Box” instructions

2. You will receive an email from Human Resources inviting you to “collaborate on a folder” in our “Box” secured cloud share program.



3. Click on ***Accept Invite***

Watch for these red arrows  for actions you must perform.



Human Resources has invited you to collaborate on a folder

Account Information

By registering you agree to Box's [Terms of Service](#).



Human Resources

Please see the folder I've shared with you by creating a free account.



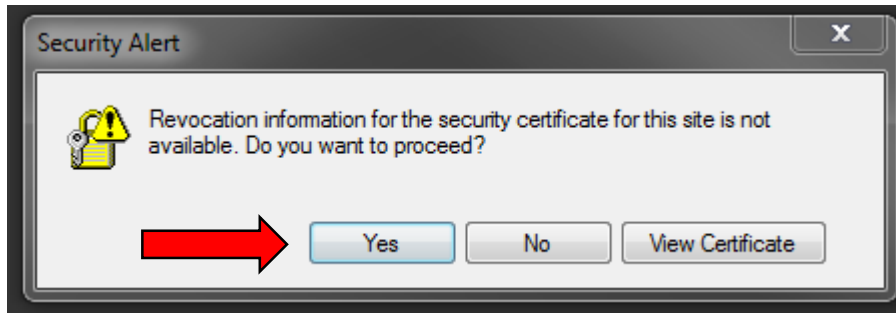
Boswell, Matt

1 files

Have an account? [Log in and collaborate!](#)

Questions? Call 1-877-729-4269

4. Please enter your name and set a password.

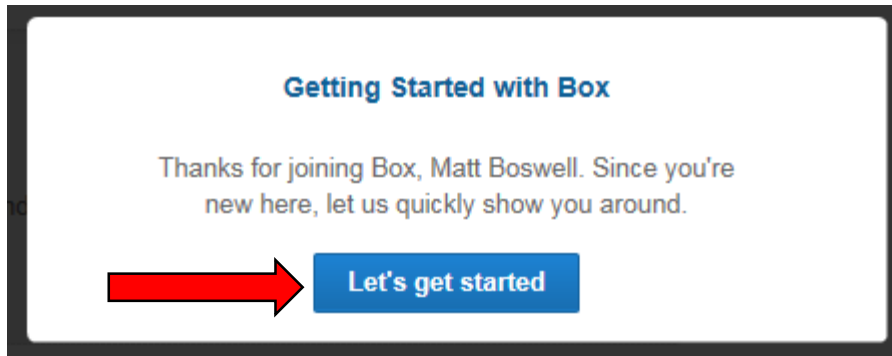


5. If you receive this message, please click **yes**.

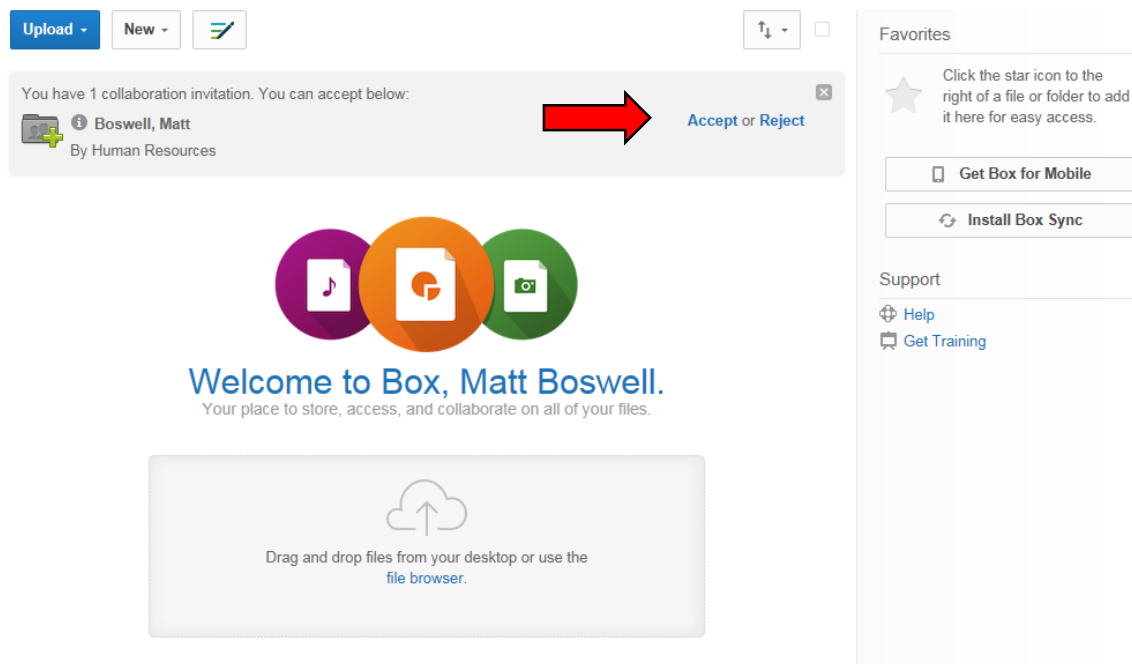


6. If you receive this message, please click **yes**

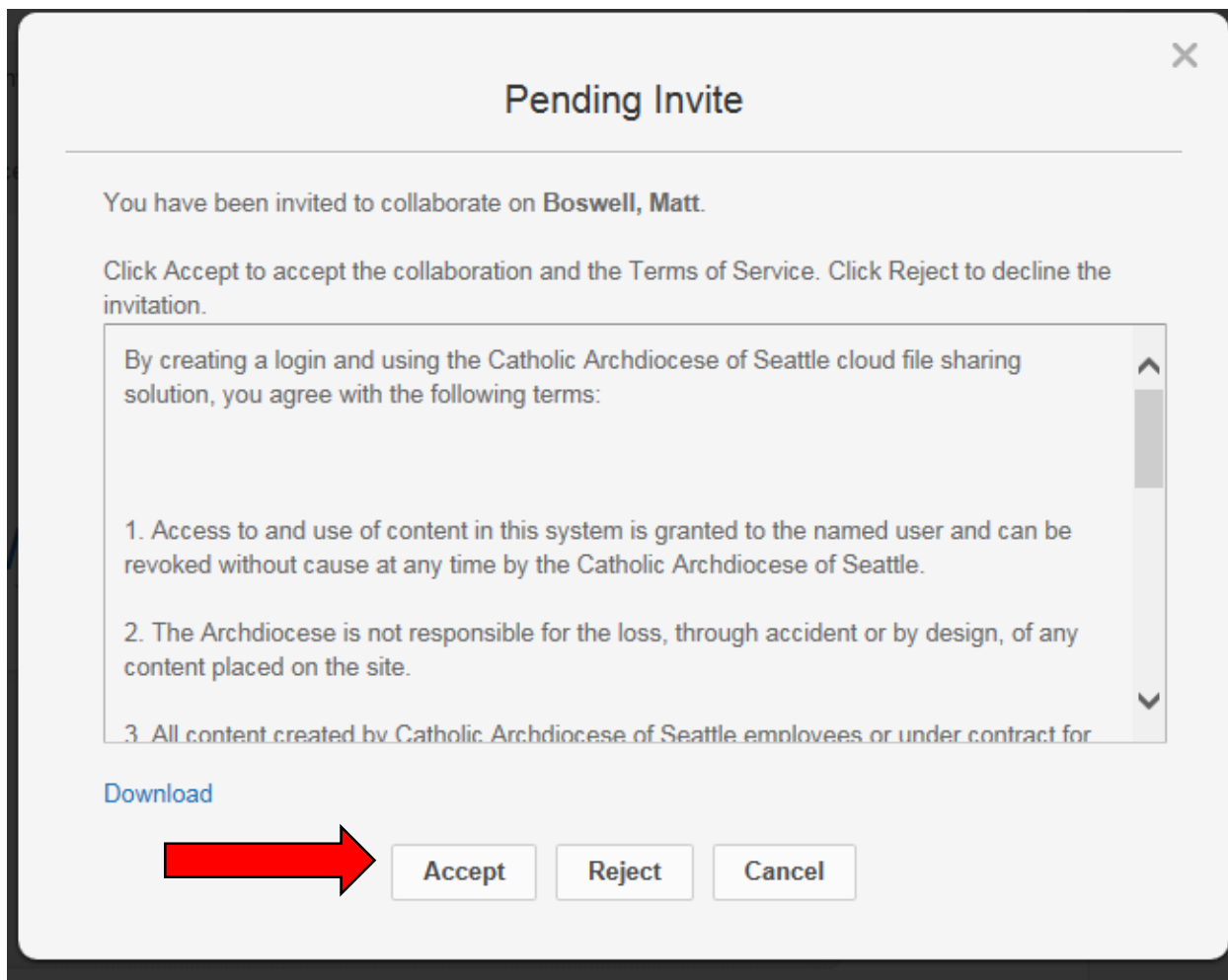
(You may need to repeat steps 5 and 6 once or twice.)



7. Click ***Let's get started.***
8. Scroll through the tutorial by using the side arrows
9. Welcome to BOX!!!



10. Click ***Accept***



11. Accept the terms and service: ***Accept***

Password Change Required

The owner requires all collaborators to have passwords that meet the minimum requirements below. In order to collaborate in this folder, your Box account password should have:

Suggestions for a strong password include using at least 8 characters, with either a combination of numbers, upper case letters, or special characters (i.e. \$#@&!).

[Return to your account](#)

Enter your new password

Old password:

(Required to change your password)

New password:

Strength

Confirm password:

12. Please Change your Password (who knows why!)

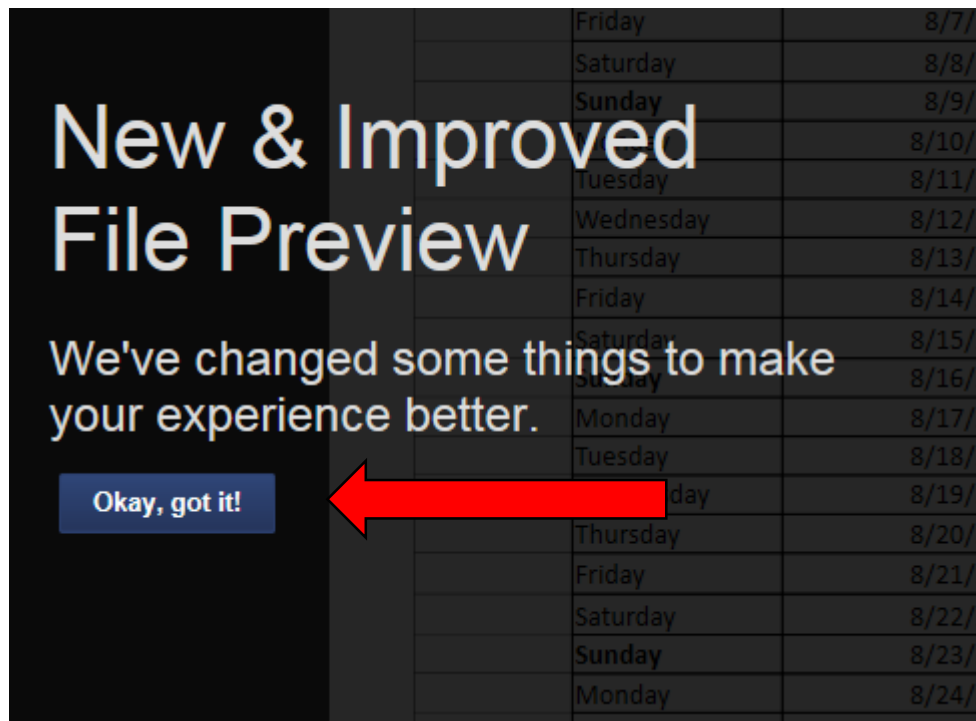
Welcome your Box Homepage

The screenshot shows the Box homepage with the 'All Files' tab selected. The top navigation bar includes 'Upload', 'New', and a search icon. A notification banner states 'You joined 1 items since your last login. Change your auto-accept setting'. Below this, a file entry for 'Boswell, Matt' is shown, updated by 'Human Resources' with 1 file, 107.5 KB, and 3 collaborators. A red arrow points to this file entry. The right sidebar contains 'Favorites', 'Get Box for Mobile', 'Install Box Sync', and 'Support' links.

13. Please select the file **without** the plus. Inside you will find your time card.

The screenshot shows a file list in Box. The top navigation bar includes 'Upload', 'New', 'More', and a search icon. The file list shows a file named 'Boswell, Matt-Master time sheet 8-2-2018' uploaded by 'Human Resources' with a size of 107.5 KB. A red arrow points to this file. The right sidebar shows 'Share', 'Star', and 'More' options.

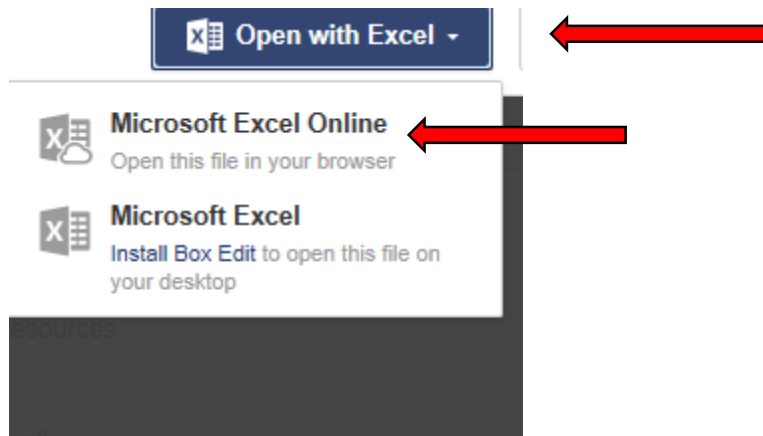
14. Please select your time sheet



15. Click ***Okay, Got it!!***

School	Name: Last	First	Emp #	Weekly		
				Totals		
St. Phil	Boswell	Matt	002994			
Month	Day of Week	Date	WK HRS			
August	Sunday	8/2/15				
	Monday	8/3/15				
	Tuesday	8/4/15				
	Wednesday	8/5/15				
	Thursday	8/6/15				
	Friday	8/7/15				
	Saturday	8/8/15		0		
	Sunday	8/9/15				
	Monday	8/10/15				
	Tuesday	8/11/15				
	Wednesday	8/12/15				
	Thursday	8/13/15				
	Friday	8/14/15				
	Saturday	8/15/15		0		
	Sunday	8/16/15				
	Monday	8/17/15				
	Tuesday	8/18/15				
	Wednesday	8/19/15				
	Thursday	8/20/15				
	Friday	8/21/15				
	Saturday	8/22/15		0		
	Sunday	8/23/15				
	Monday	8/24/15				
	Tuesday	8/25/15				
	Wednesday	8/26/15				
	Thursday	8/27/15				
	Friday	8/28/15				
	Saturday	8/29/15		0		

16. This is your **view only** time card. To update, please open with **excel online**.



Excel Online Box ▶ Boswell, Matt Boswell, Matt-Master time sheet 8-2-2015

FILE HOME INSERT DATA REVIEW VIEW Tell me what you want to do

Undo Clipboard Font Alignment Number Tables Cells Editing

fx 002994

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	School	Name: Last	First	Weekly											
2				Totals											
3	St. Phil	Boswell	Matt												
4															
5	Month	Day of Week	Date	WK HRS											
6	August	Sunday	8/2/15												
7		Monday	8/3/15												
8		Tuesday	8/4/15												
9		Wednesday	8/5/15												
10		Thursday	8/6/15												
11		Friday	8/7/15												

17. Enter your work time in the yellow column **each day!**
Round to the nearest Quarter Hour.

1do

Clipboard

Font

Alignment

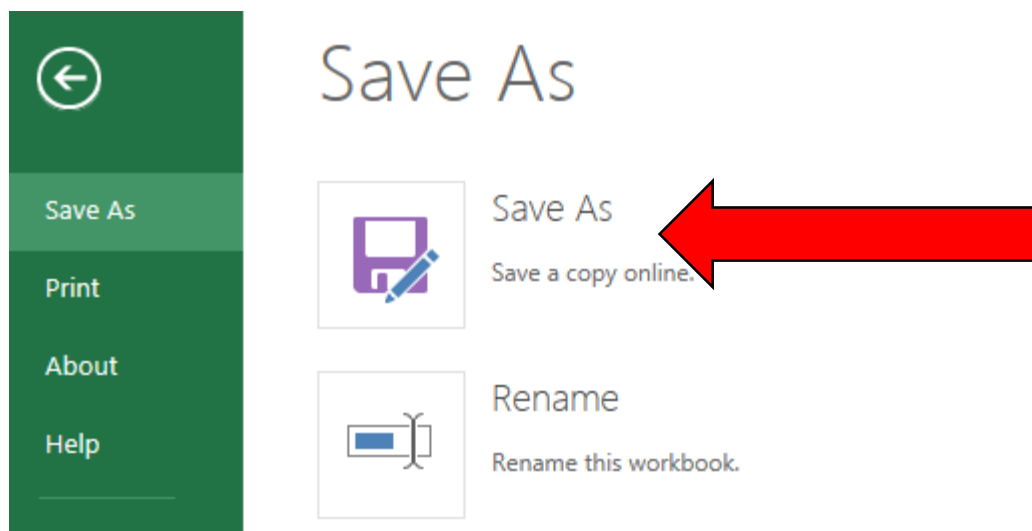
fx

	A	B	C	D	E	G
	School	Name: Last	First	Emp #	Weekly Totals	
	St. Phil	Boswell	Matt	002994		
	Month	Day of Week	Date	WK HRS		
	August	Sunday	8/2/15			
		Monday	8/3/15	5		
		Tuesday	8/4/15	6		
		Wednesday	8/5/15	7		
		Thursday	8/6/15	8		
		Friday	8/7/15	9		
		Saturday	8/8/15		35	
		Sunday	8/9/15			

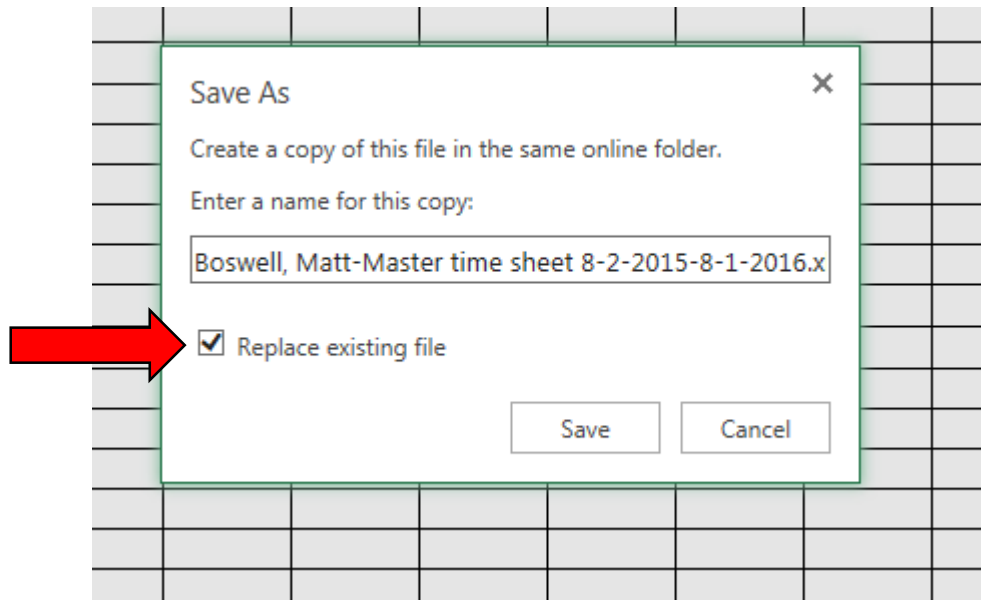
1. If your weekly total is ever over 40 you **must** inform your supervisor (remember to always get overtime approved before it is worked!)

Save Your Work

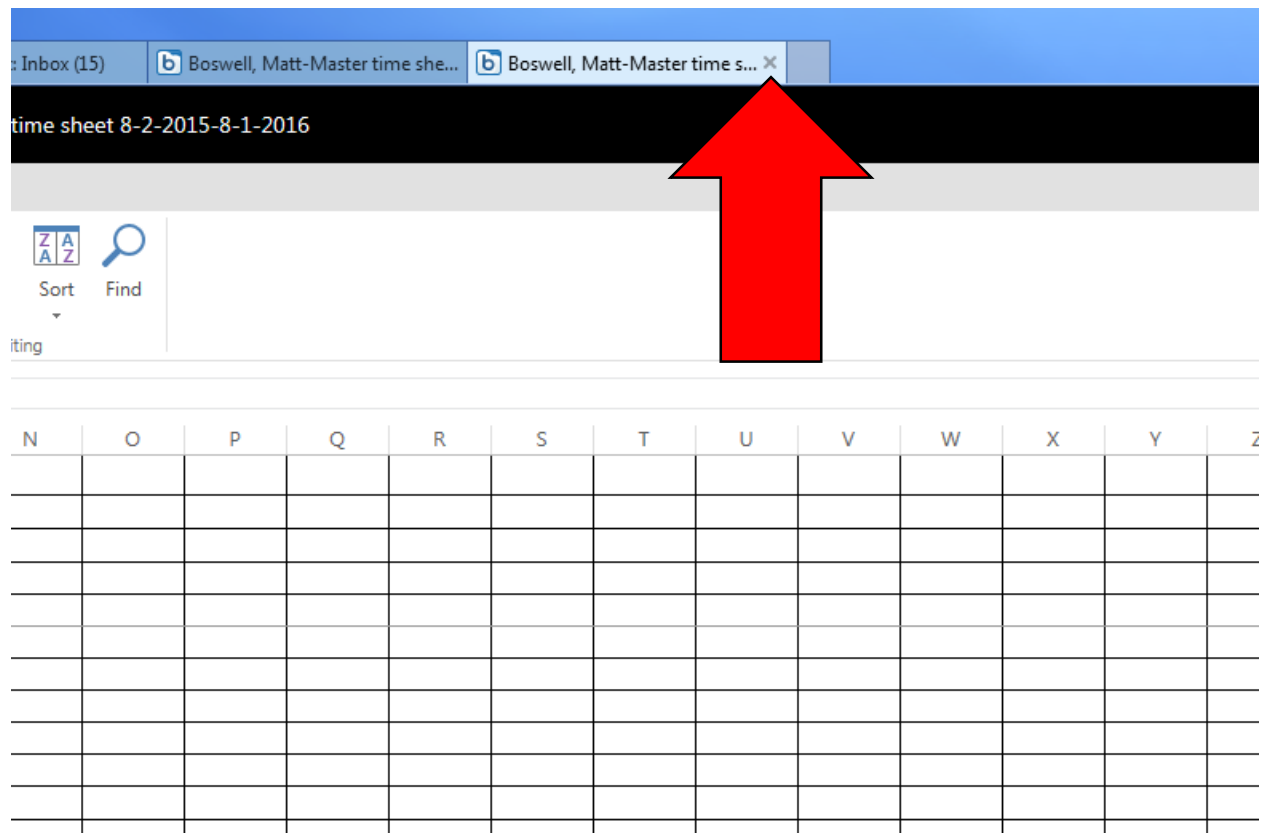
18. Click **File**



19. Click the Save As floppy disk



20. Click the Replace existing file box. **Do Not Rename the Spreadsheet.**



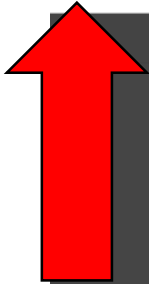
21. To exit out of Excel Online: Click the little 'x' next to the open document

22. Your view only document will return with your updates!

School	Name: Last	First	Emp #	Weekly		
				Totals		
St. Phil	Boswell	Matt	002994			
Month	Day of Week	Date	WK HRS			
August	Sunday	8/2/15				
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	Saturday	8/8/15		35		
	Sunday	8/9/15				
	Monday	8/10/15				
	Tuesday	8/11/15				
	Wednesday	8/12/15				

To Close out of your time card

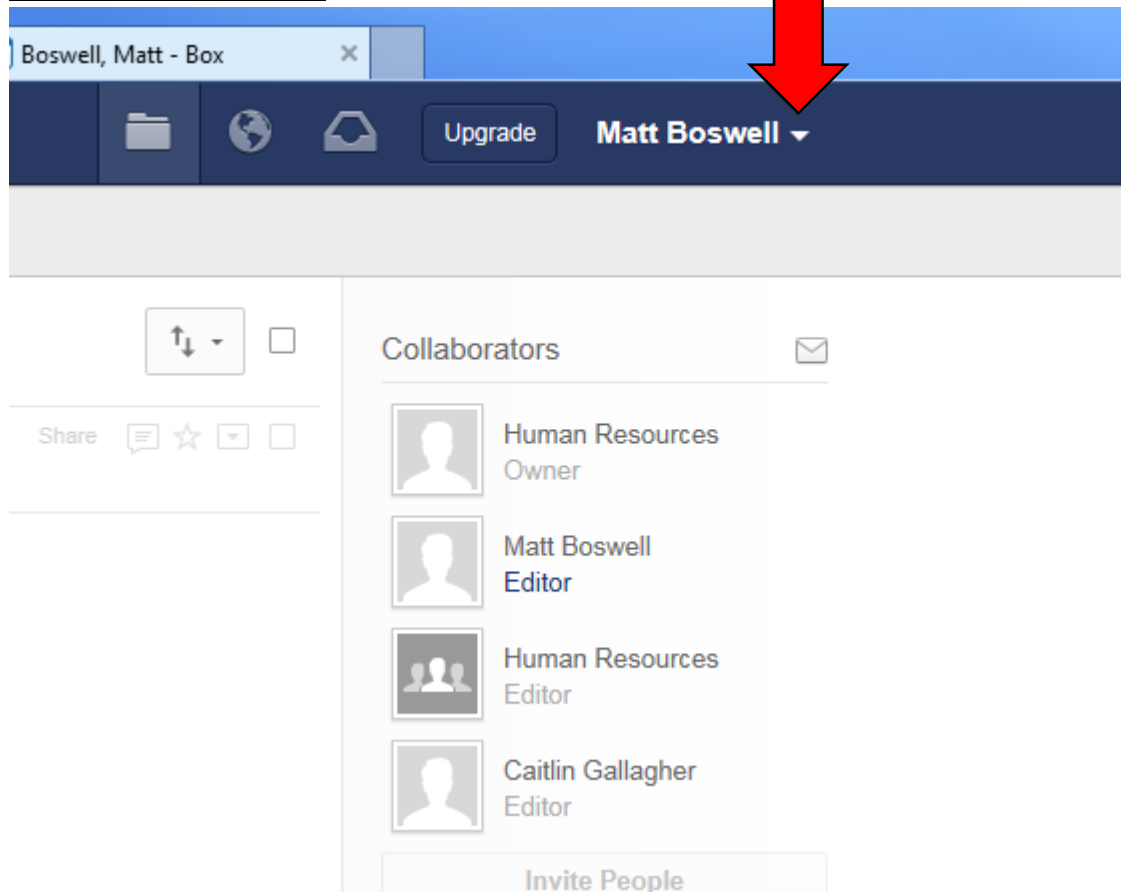
✕ Boswell, Matt > Boswell, Matt-Master time sheet 8-2-2015-8-1-2016.xlsx



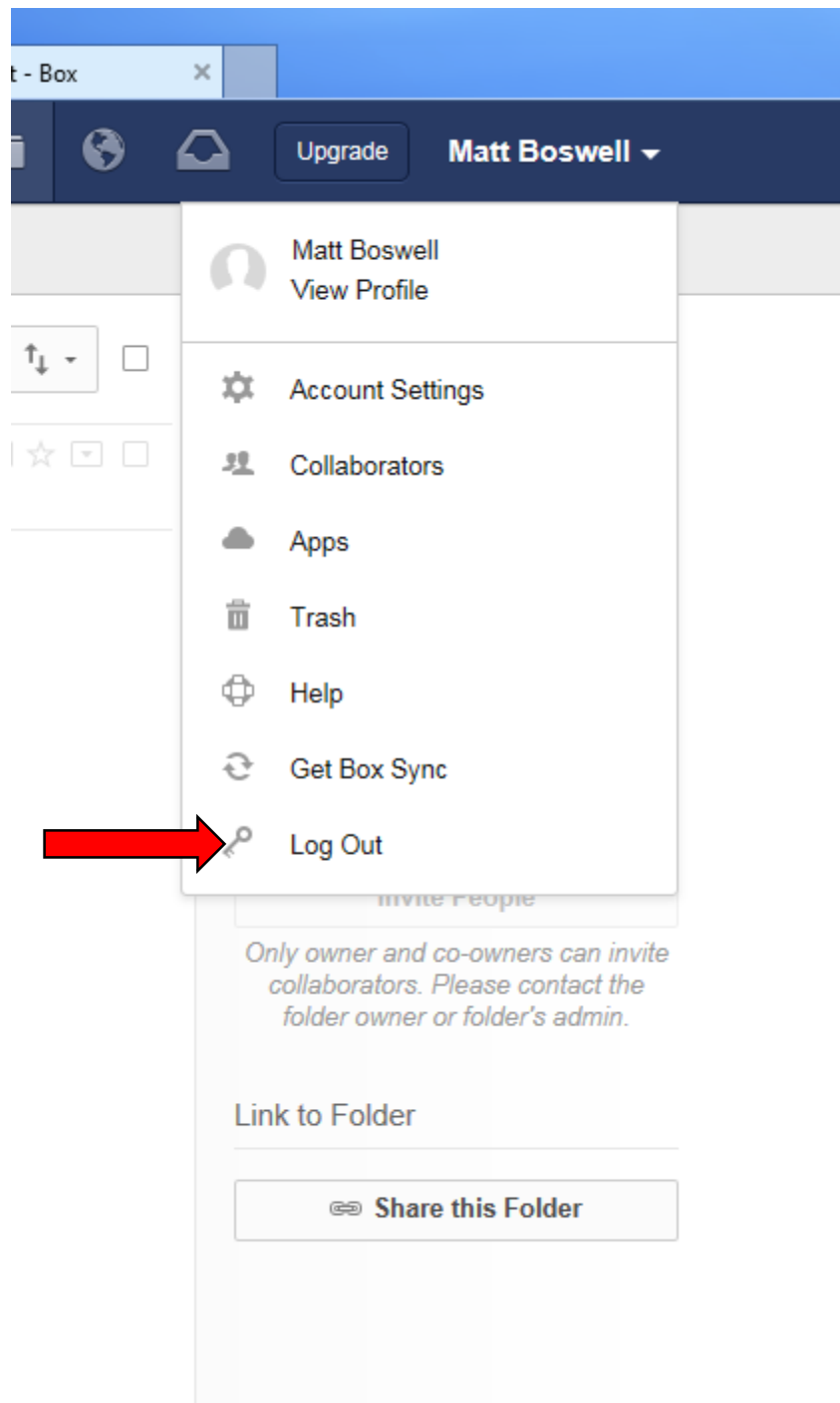
School	Name: Last	First
St. Phil	Boswell	Matt
Month	Day of Week	Date
August	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	

23. Click the x next to your name

Log out instructions:



24. Click on the down arrow next to your name in the upper right hand corner.



Click **Log Out**.

You are done. Until tomorrow.

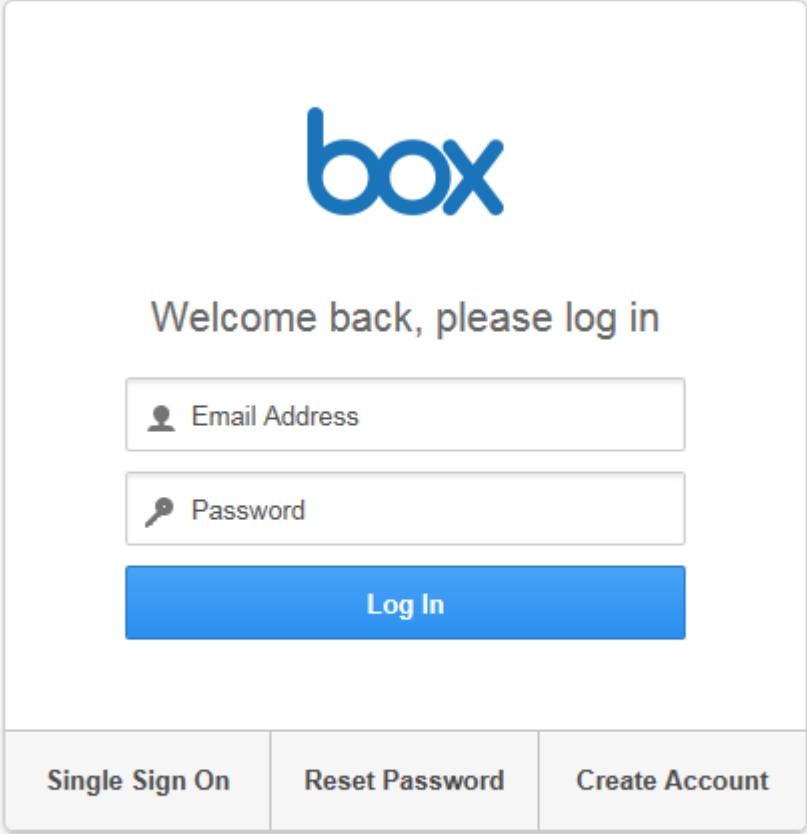
Saving the Box link to your favorites

Please Place the below link onto your Internet Favorites for your daily use.

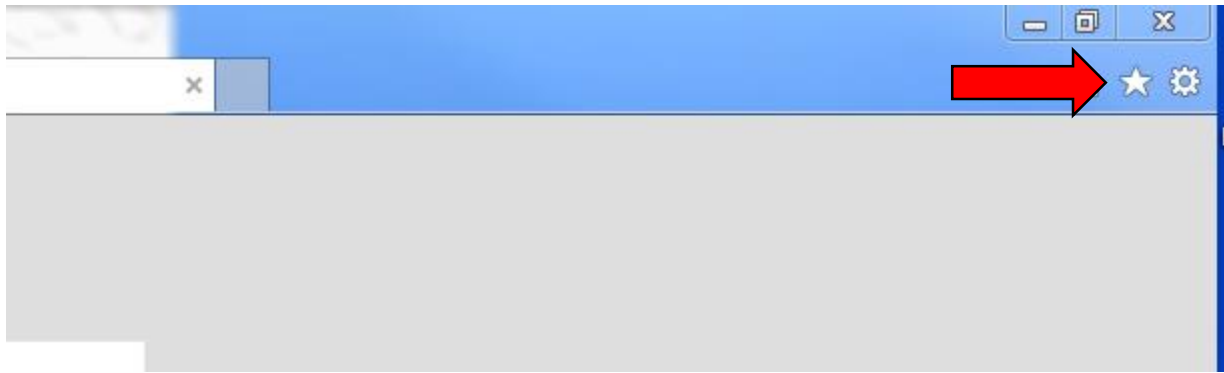
Link to The Box

<https://app.box.com/>

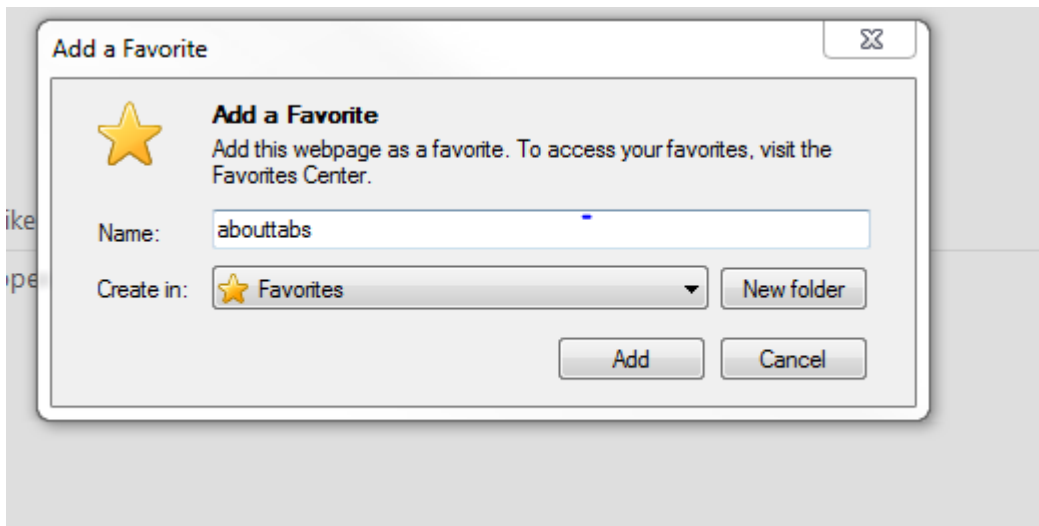
1. Search using the link in your internet browser



The image shows the Box login interface. At the top is the blue 'box' logo. Below it is the text 'Welcome back, please log in'. There are two input fields: 'Email Address' with a person icon and 'Password' with a key icon. A blue 'Log In' button is below the password field. At the bottom of the login area are three links: 'Single Sign On', 'Reset Password', and 'Create Account'. Below the login area is a cloud icon, the text 'Gartner names Box a leader', and a link 'Learn why Box was named a leader in Enterprise File Synchronization and Sharing. Read more'. At the very bottom are four small dots.



2. Click on the star in the upper right hand corner

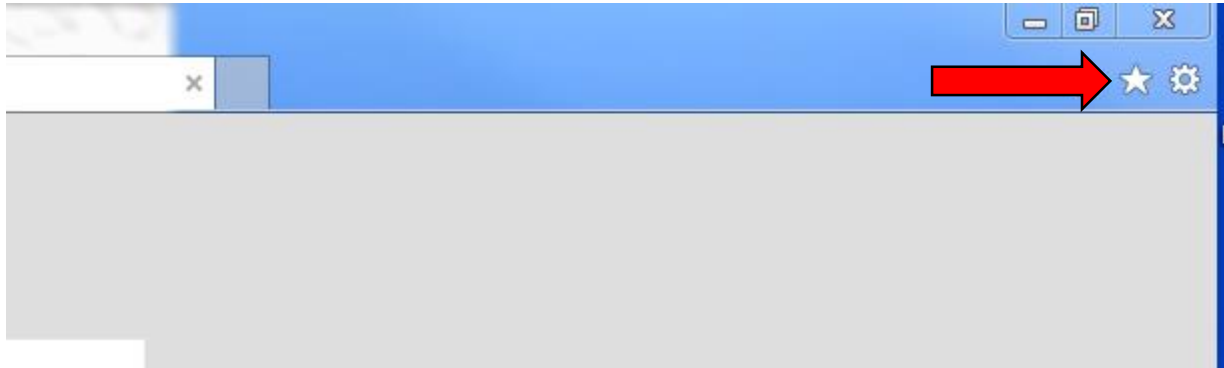


3. Name it: **Daily Timecard**

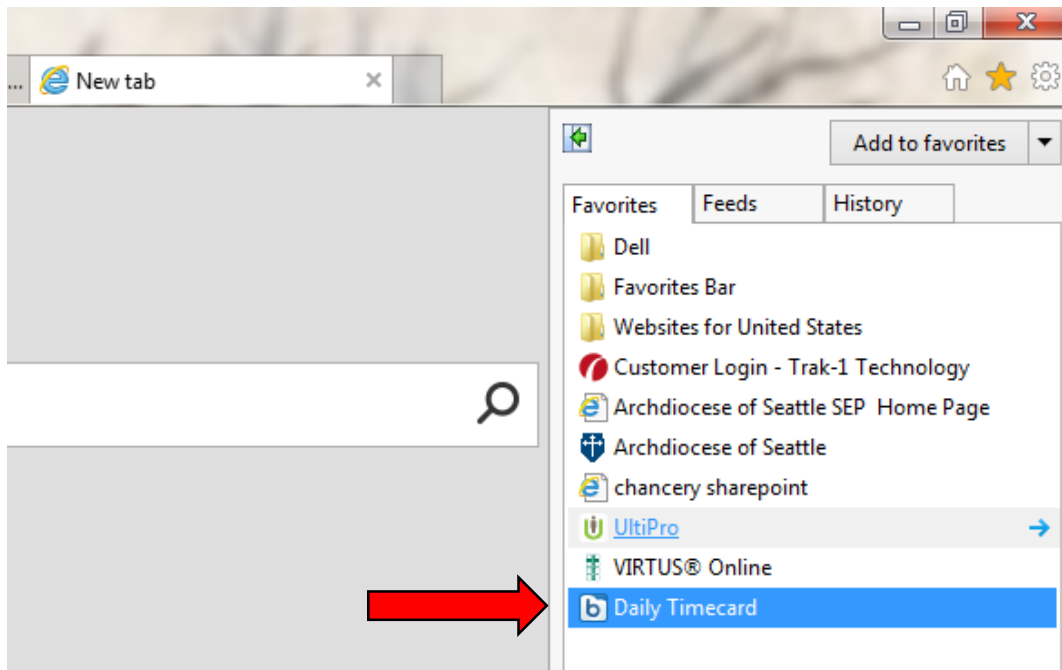
4. Click **Add**.

Logging on to the Box


1. Open internet browser




2. Click on your Favorites star




3. Click on your **Daily Timecard**



Welcome back, please log in

 Email Address


 Password

Log In

Single Sign On

Reset Password

Create Account

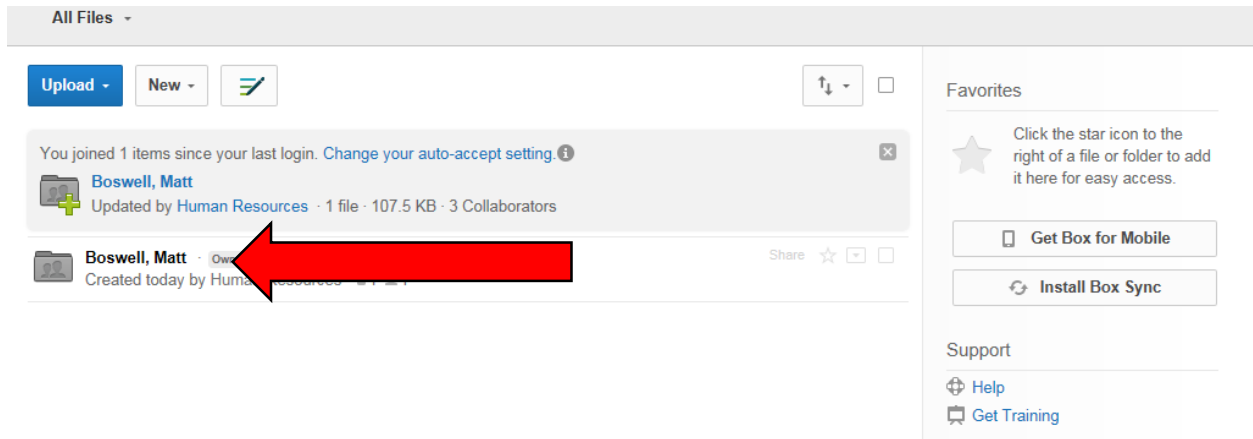


Gartner names Box a leader

Learn why Box was named a leader in Enterprise File Synchronization and Sharing. [Read more](#)

4. Login

Entering Your Work Time Each Day



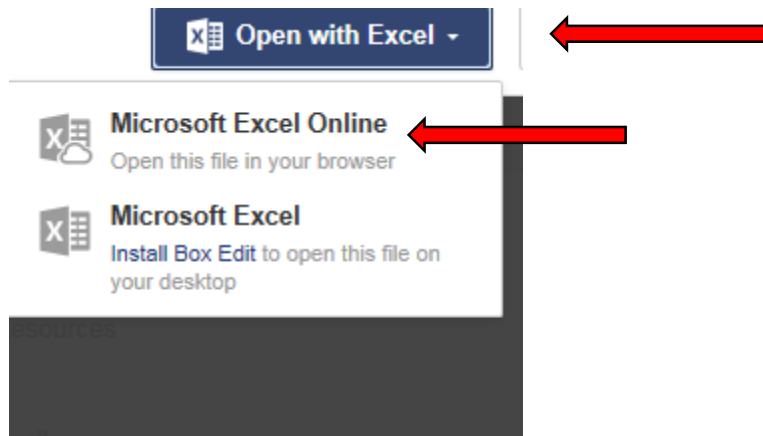
1. Please select the file **without** the plus. Inside you will find your time card.



2. Please select your time sheet

School	Name: Last	First	Emp #	Weekly		
				Totals		
St. Phil	Boswell	Matt	002994			
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	Monday	8/10/15				
	Tuesday	8/11/15				
	Wednesday	8/12/15				
	Thursday	8/13/15				
	Friday	8/14/15				
	Saturday	8/15/15		0		
	Sunday	8/16/15				
	Monday	8/17/15				
	Tuesday	8/18/15				
	Wednesday	8/19/15				
	Thursday	8/20/15				
	Friday	8/21/15				
	Saturday	8/22/15		0		
	Sunday	8/23/15				
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	Friday	8/28/15				
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Excel Online Box ▶ Boswell, Matt Boswell, Matt-Master time sheet 8-2-2015

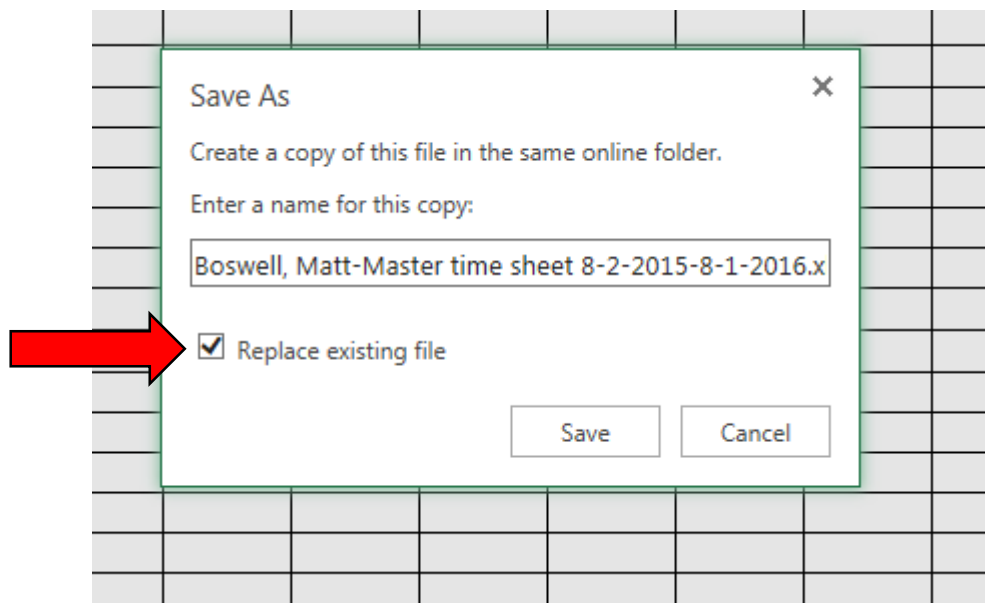
FILE HOME INSERT DATA REVIEW VIEW Tell me what you want to do

Undo Clipboard Font Alignment Number Tables Cells Editing

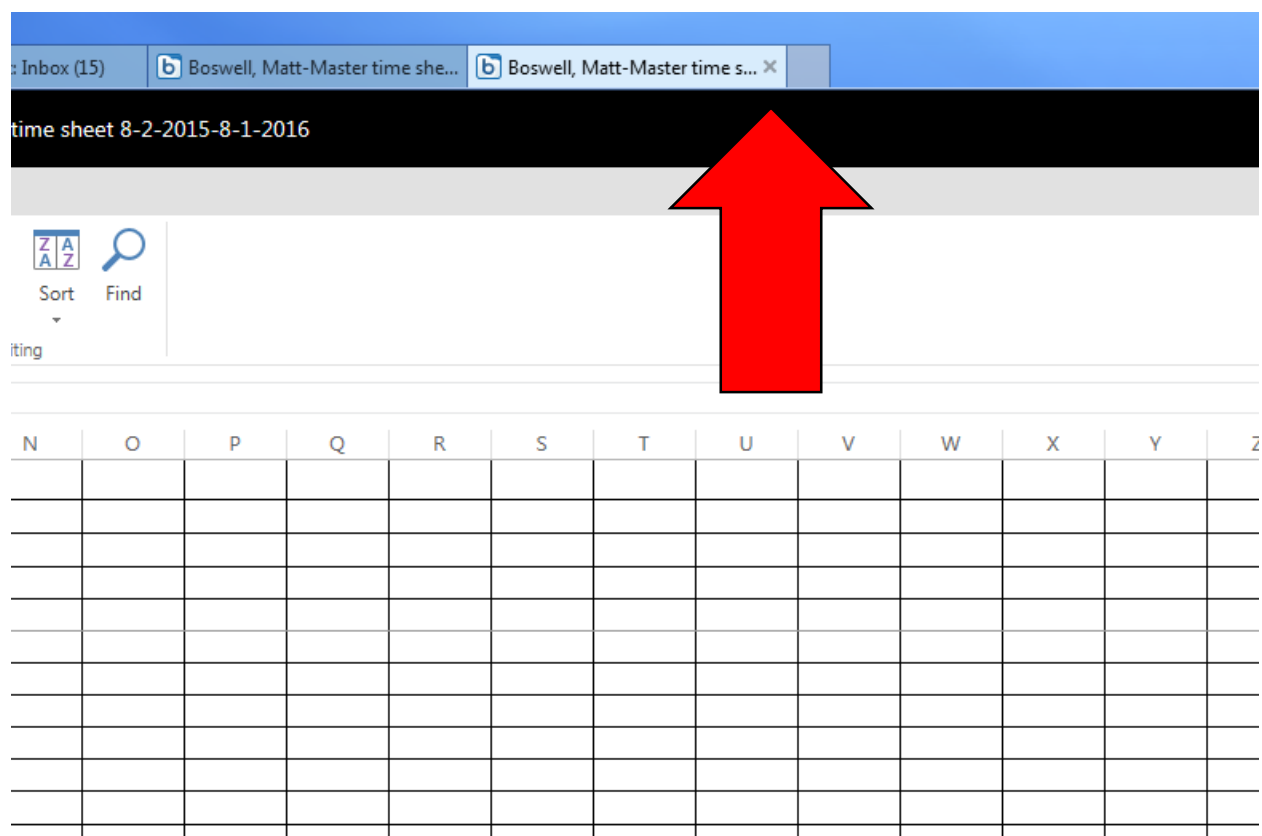
fx 002994

	A	B	C	D	E	G	H	I	J	K	L	M	N	O
1	School	Name: Last	First	Weekly										
2				Totals										
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8		Tuesday	8/4/15											
9		Wednesday	8/5/15											
10		Thursday	8/6/15											
11		Friday	8/7/15											

- Enter your work time in the yellow column **each day**.
Round to the nearest Quarter Hour



8. Click the Replace existing file box. **Do Not Rename the Spreadsheet.**

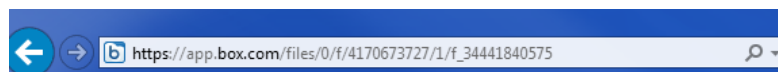


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	Friday	8/7/15	9			
	Saturday	8/8/15		35		
	Sunday	8/9/15				
	Monday	8/10/15				
	Tuesday	8/11/15				
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To Close out of your time card



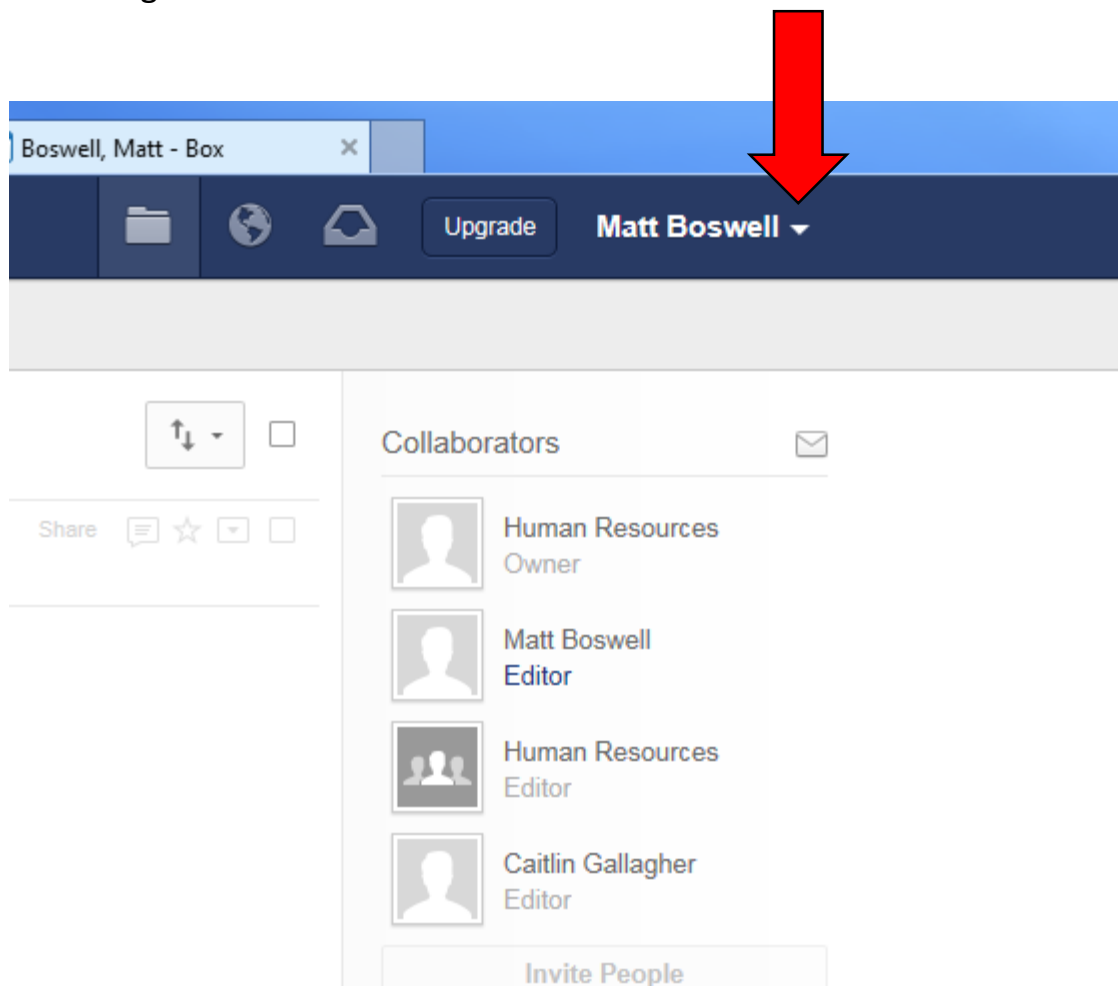
X Boswell, Matt > Boswell, Matt-Master time sheet 8-2-2015-8-1-2016.xlsx



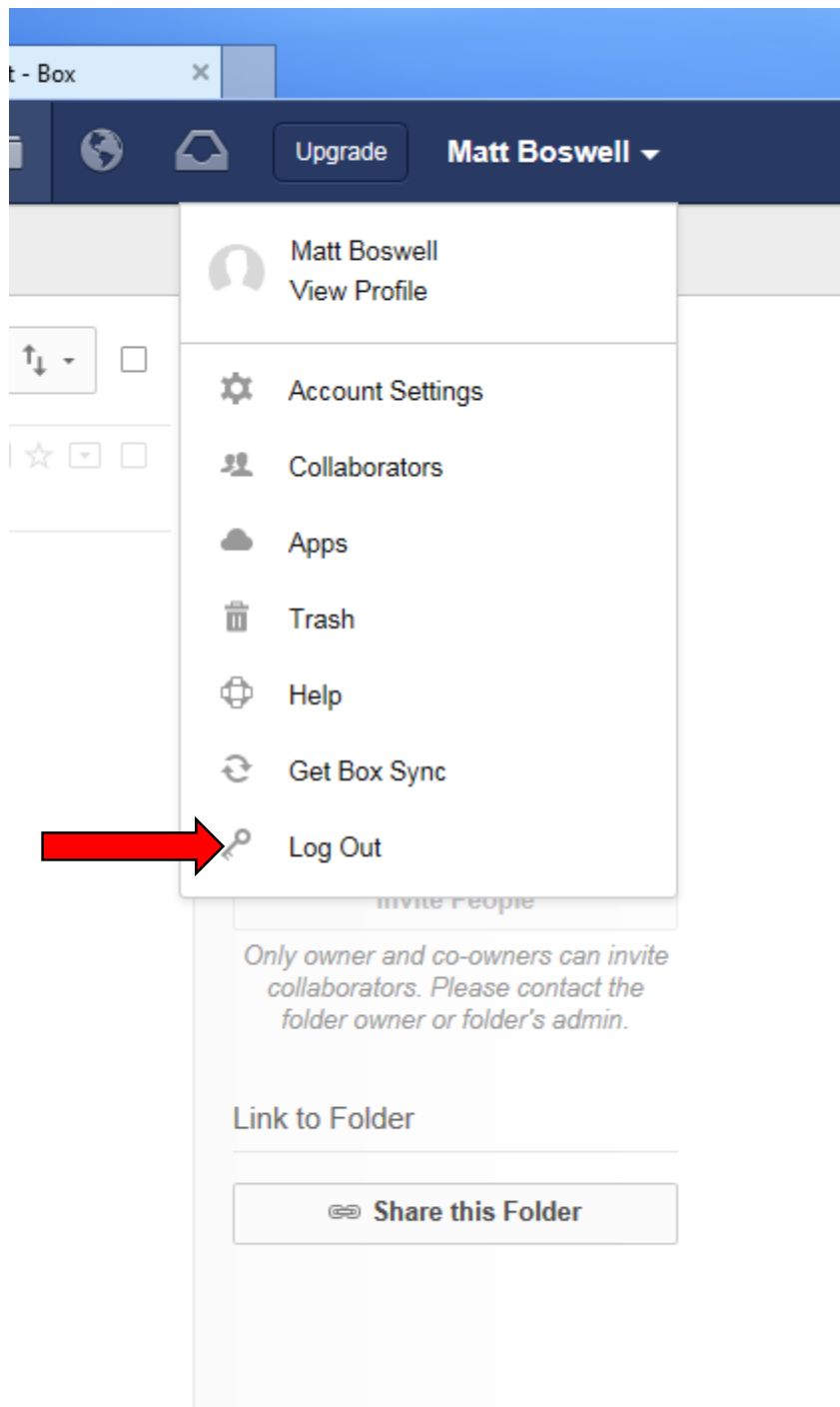
School	Name: Last	First
St. Phil	Boswell	Matt
Month	Day of Week	Date
August	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	

11. Click the x next to your name

12. Log out.



1. Click on the down arrow next to your name in the upper right hand corner.



2. Click **Log Out**.

You are done. Until tomorrow.