Data Collector Timesheet Instructions

At the end of each shift record your hours worked on the Electronic Timesheet. After supervisory approval it will be sent to Payroll for processing. Receiving an accurate and timely paycheck depends on your careful attention to every detail such as project number, hours worked, regular vs night differential pay, and your signature.

If you are unable to log in using the instructions below, please refer to the “Timesheet Not Available” instructions at the end of the document.

There are two ways to access the electronic timesheet:

1. By going to the following URL: https://timesheet.westat.com

2. After you have logged in to the TRC Desktop, click on the Time Sheet icon

On the login page, you will need to enter your username, password and domain.
• **Network Username** > Enter your 7 digit WINS (do not enter a "W" or ".". Numbers only.)
• **Network Password** > For first time users, Enter password in the format WestatMMDD, where MM and DD are month and day of date of birth.
• **Domain** > Enter WESTAT.
• Once you have entered your information, click the **LOGIN** button.

You will be prompted to change your password.

Users will be prompted to answer a security question. Users will have to answer this question correctly before being able to use the self-serve password change procedure.
After the ‘MyDesktop’ screen appears, click on Timesheet.

Once your timesheet opens, click in the first cell under the ‘Project’ column and type in the project number.

- A chargeable project number is generally composed of 4 digits, a period, 2 more digits, another period, and two more digits; for example 1234.02.01. If you are instructed by a supervisor to charge your time to overhead, for example, because you were waiting for a Westat program to be updated, the number will be provided to you.

- Avoid clicking on the binocular icon as it will open an unnecessary menu; X out of it if you click it in error.
After the project number has been typed, tab to the next field. ‘Charge Description’ will be filled in automatically based on the project number entered.

The next field, ‘Pay Type,’ will default as R for regular hours.

**Night Differential**

If the hours you worked were on the weekend or late evening, currently defined as after 9:00pm in your time zone, you are paid at a higher rate. To communicate this higher pay rate to Payroll type the same project number on the line below, tab across the ‘Charge Description,’ click on the binocular icon under the ‘Pay Type.’ Select ‘ND - Night Differential’ and the OK button. Now ‘ND’ is the listed as the ‘Pay.'
Entering Hours

Next, tab to the correct day of the week to enter the hours you worked on the project to the nearest 100\textsuperscript{th} of an hour. Use decimals to record your time; for example, type 4.17 for working 4 hours 10 minutes. Use the “Conversion Chart Reference” link to assist you in calculating the nearest 100\textsuperscript{th} of an hour.

Any hours worked on overhead (listed as ‘Unit Ops’ in charge description) or as ‘Night Differential’ will be entered on separate lines. The hours will total automatically at the bottom of the sheet in the blue area.

**EXAMPLE TIMESHEET**

<table>
<thead>
<tr>
<th>Project</th>
<th>Charge Description</th>
<th>Pay Type</th>
<th>Mon 1/30</th>
<th>Tues 1/31</th>
<th>Wed 2/1</th>
<th>Thur 2/2</th>
<th>Fri 2/3</th>
<th>Sat 2/4</th>
<th>Sun 2/5</th>
<th>Charge Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234.02.01</td>
<td>ABC Data Collection</td>
<td>R</td>
<td>7.25</td>
<td>5</td>
<td>3.5</td>
<td></td>
<td></td>
<td>8</td>
<td>13.75</td>
<td></td>
</tr>
<tr>
<td>1234.02.01</td>
<td>ABC Data Collection</td>
<td>ND</td>
<td>.50</td>
<td>.25</td>
<td>5</td>
<td>8</td>
<td></td>
<td></td>
<td>.75</td>
<td></td>
</tr>
<tr>
<td>1157.11</td>
<td>UNIT OPS</td>
<td>R</td>
<td>.75</td>
<td></td>
<td></td>
<td>1.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1157.11</td>
<td>UNIT OPS</td>
<td>ND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the example on Tuesday she worked a total of 8 hours of which 45 minutes was attending a conference call meeting that she was instructed to charge to an Overhead number. On Wednesday she was on an interview that lasted 30 minutes past 9 o’clock so 30 minutes was considered night differential pay rate. On Friday she was on an interview that lasted 15 minutes past 9 o’clock so 15 minutes was considered night differential pay rate. On Saturday all the time is paid at the higher night differential rate, 5 hours on the project and 1.5 hours waiting for the system to be updated and speaking with her mentor. On Sunday all of the time is paid at the night differential rate.
Entering Notes

To leave a note for your supervisor about the time that you worked click the page icon that will appear when you are entering the number of hours worked.

Here are some examples of appropriate messages you might type to your supervisor:

· “Attended refusal avoidance session Monday”

· “Received 2 coaching sessions Friday”

· “Time includes system problems, telephony disconnects”

· “Out of ID’s during the evening after 9pm”

· “Charged hours to training by mistake instead of production.”

Saving Your Timesheet

When you are finished entering all the hours for the day click ‘Save’ in the upper left.
Signing Your Timesheet

Sign your timesheet every day; click on icon at the end of the Signature box. Type in your timesheet password and click ok. For every day you work you must enter the time, save, and sign your timesheet.

TO CORRECT YOUR TIMESHEET BEFORE IT HAS BEEN APPROVED

Step 1: Click on the cell with the incorrect number of hours.

Step 2: Enter the correct number of hours for the project number.

Step 3: Enter a comment in the cell by clicking on the ‘page’ icon.

Step 4: Save and sign your timesheet.

Step 5: Send an email to Joyce Porter at joyceporter@westat.com, notifying her of the change.

TO CORRECT YOUR TIMESHEET AFTER IT HAS BEEN APPROVED/PROCESSED

After your timesheet has been processed by Payroll the status is shown as Processed on the ‘MyDesktop’ screen. The timesheet is frozen so any corrections cannot be made to it.

Send an email with an explanation to Joyce Porter at joyceporter@westat.com and copy your mentor.
CHANGING YOUR PASSWORD

To change your current password, check the ‘Change Password after login’ option after supplying the current password, then click Login.

Prompt to change the password will be displayed if the login is successful.
FORGOT YOUR PASSWORD/PASSWORD RESET

Use the self-serve Forgot/Reset password option to change the password.

Follow the ‘Forgot/Reset password’ link on the login page.

Confirm the login-id (Westat ID/ Wins number). Leave the domain unchanged – WESTAT. Click next to continue. Cancel will take you back to the login page without changing the password.
If you see the error message ‘Employee has not provided information to complete transaction’, your account has not yet been configured for self-serve password change procedure. Please contact Payroll Helpdesk at payroll@westat.com.

Answer the security question and click ‘Submit’

If the question was correctly answered, your password will be reset to your default password. The password is in the format WestatMMDD, where MM and DD are the month and day of the date of birth.

When you see the message ‘Your password has been reset, please click Continue’, click the continue button to go back to the login screen.
TIMESHEET NOT AVAILABLE

If you find that your timesheet is not yet available in our system, please follow these steps:

1. Send an email to JoycePorter@westat.com and copy payroll@westat.com with the amount of hours you worked and for what charge code. Include any error message that you received from the timesheet site.

2. If you do not receive a resolution by the end of your next shift, try to log in to your timesheet again. If available, enter your hours for that shift as well as the previous shift if not already entered.

3. If it is still not available, send an email per the instructions in step 1.

If you are completing this item as part of your preliminary training, you may acknowledge this item as complete even in you were unable to log in to the timesheet site.