

## **Instructions for New Time Report Form (BPPM 60.60.33) Using Excel:**

Find the form via the LAO web-site, the Business Policies and Procedures manual, or go to this direct link: <http://www.wsu.edu/~forms/PDF/BPPM/60-60-33-Win.xls>

*(Note: Screens may appear differently than described below, depending on your configurations.)*

- 1) Open the file.
- 2) Locate the message at the top: "Security Warning – Macros have been disabled." Click on "Options..."
- 3) Click on "Enable this content" then click "OK."
- 4) Maximize the document window, which allows you to see the worksheet tabs along the bottom.
- 5) Save the file where you can find it, and rename it, as desired.
- 6) Click on "Master Sheet" and fill in the fields listed on the instructions page.
- 7) Click on the first month you want to use, and enter in your leave balances from your previous report. It will now carry forward to the next month and so on.
- 8) Enter in your current annual leave accrual rate.
- 9) Complete the form as you normally would. Please note that tabbing may not take you where you might expect. It will get stuck in a loop on some lines.
- 10) Print it, sign it, and send it to your supervisor as usual.
- 11) The balances will carry forward to the next month's report, however, these should be checked each month.
- 12) If your manager or LAO makes any edits, this may affect your leave accrual balances, so adjustments may be needed.
- 13) Some fields with calculations will be locked, but others will remain open, so override edits can be made. Users will have to exercise caution, since data entry in a field with a calculation removes the calculation.
- 14) Partial hours are to be entered in 2 or less decimal places. The form may round figures to 1 decimal place, but it will print properly, showing up to 2 as needed. Text may also appear with the "##" symbol, indicating the text is too large to view. Adjusting the "zoom" should facilitate normal viewing.