

Instructions for using the Reporting Code of CVR

1. Click on 'Other Functions'

ESS/PRD/Prod Advantage | Time and Leave | Home

Timesheets | Time Information | Work Schedule

By submission of my timesheet, I certify that my time has been reported accurately for this payroll. I have also reviewed my previous timesheet and I certify that it remains absence, a higher supervisory authority may provide certification, but must give me the opportunity to verify his/her certification.

Employee Name : WEISKIRCHER, KIRK M Home Department : ITD Assignment From : 10/06/2019 Accounting Adjustm
Employee Id : 04811 Home Unit : 1401 Assignment To : 12/31/9999 Submitted by Proxy L
Appointment ID : Home Unit Desc : Financial Svcs Supervisor Name : TOLMAN, DAVID O Split Posi
Title : FINANCIAL SPECI Union Local : Reports To : 3500
Sub-title : A-ADMINISTRATIV Position Number : 5102
Submitted By : Submitted Date :

Easy Fill | Leave Balance | Printer Friendly Version | Show Accounting Details | View Default Accounting | Show Average Time | Weekly Totals | Other Functions ▶

Work Schedule

Event	Choose Accounting	Details	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15	Mon 03/16	Tue 03/17	Wed 03/18	Thu 03/19
1 REG	Use Default Accounting			10:00	08:30	08:00	09:00	08:30	00:00		09:00	09:00		

2. Click Insert Row

Other Functions ▶

- Attachment
- Comment
- Copy Row
- Paste Row
- Insert Row**
- Delete
- Row
- Position
- Overrides
- Override
- Tax Location

3. For the line that will be recording your time worked from home, click the drop down arrow next by the 'Use Default Accounting'

Easy Fill | Leave Balance | Printer Friendly Version | Show Accounting D

Work Schedule

Event	Choose Accounting	Details
1 REG	Use Default Accounting	
2 REG	Use Default Accounting	

4. Select 'Use Entered Accounting'

The screenshot shows the 'Work Schedule' interface. A dropdown menu is open over the 'Choose Accounting' field for event 2. The menu options are: 'Use Accounting Override', 'Use Default Accounting', 'Use Entered Accounting' (highlighted), 'Use LDPR Code', and 'Use LDPR with Entered Accounting'. The background shows event 1 with 'REG' and 'Use Default Accounting', and event 2 with 'REG' and 'Use Entered Accounting'. The 'Details' section shows 'Sun 03/08' and 'Mon 03/09' with time slots.

5. If you are not coding to a specific project, just enter CVR for the reporting Code

The screenshot shows the 'Work Schedule' interface with 'Use Entered Accounting' selected in the dropdown. The 'Reporting' field is set to 'CVR'. Other fields like 'Program', 'Phase', 'Activity', 'Task', and 'Sub Activity' are empty. A time slot of '01:30' is visible for Sunday, 03/08.

If you are coding to a specific project, enter your Program, Phase, Activity, and Task as you normally would and add the CVR reporting Code

The screenshot shows the 'Work Schedule' interface with 'Use Entered Accounting' selected. The 'Major Program' is 'N0069', 'Program' is 'N209380', 'Phase' is 'GA', 'Activity' is 'G103', and 'Task' is 'B'. The 'Reporting' field is 'CVR'. A time slot of '01:30' is visible for Sunday, 03/08.

Here is an example of a completed timesheet. The first two lines are for REG working in the office and REG working from Home. The third and fourth lines are for coding to a project working from the office and then the same project working from home.

The screenshot shows a completed timesheet with four lines of work schedule data. The interface includes navigation buttons at the top: 'Easy Fill', 'Leave Balance', 'Printer Friendly Version', 'Show Accounting Details', 'View Default Accounting', 'Show Average Time', 'Weekly Totals', and 'Other Functions'. The 'Work Schedule' table has columns for days from Sun 03/08 to Fri 03/20. Line 1: REG, Use Default Accounting, Sun 03/08 (08:30-09:00), Mon 03/09 (10:00-08:30), Tue 03/10 (08:30-08:00), Wed 03/11 (09:00-08:30), Sat 03/14 (00:00-09:00), Sun 03/15 (09:00-09:00), Wed 03/18 (09:00-09:00). Line 2: REG, Use Entered Accounting, Sun 03/08 (01:30-09:00). Line 3: REG, Use Entered Accounting, Sun 03/08 (08:00-08:00). Line 4: REG, Use Entered Accounting, Sun 03/08 (08:00-08:00). All lines have 'Reporting: CVR'.