## Allocating Hours to Projects

## In STATS (TimeForce)

Once Employee log on to STATS (TimeForce) via link, <u>https://gvistats.vi.gov/Timeforceii/Login.net</u> the time card opens. To allocate hours to specific projects, click **Spreadsheet Hours Entry** option.

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→ Time Card . Spreadshe	et Hours Ent	ry İ															Prefer
Employee TECH, OOES	T (1000D*)			- 3 👂 (	Status: Ac	tive Clear i	Filter									Current St	atus: You are Clocke
😮 Work Area															Employee	Information	Enter Hour Daily De
View BI-Weekly Pay Perl Y					<b>(</b>	Sunday 9/	30/2018 to	Saturday 10	0/13/2018 💿	8							
Date 10/5/2018	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	30	1	2	3	4	5	6	7	8	9	10	11	12	13			
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Lunch Deductions			1.00	1.00	1.00												
8							Accumula	ted Hours							Total Paid	Total Unpaid	Total Hours
Total Hours	0.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00			40.00
Pay Codes																	
REG		8.00	8.00	8.00	8.00										32.00		
HOL									8.00						8.00		
Grand Totals															40.00	0.00	40.00
8							Hours	Detail									
8							Sche	dule									
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End		05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM			05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM				
Total Scheduled Hours	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	9.00	0.00			90.00
8							Verific	ation									
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	« 9/30/2018	1												10/13/2018			
	Empl	oyee															
	Supe	rvisor1															
	Supe	rvisor2															
	Supe	rvisor3															

Next click plus sign button to add rows for hours breakdown to assign a project for each block of time. Enter amount of hours and Start Time for segment of hours worked.

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## Next click **No Job** in Job column and select **DPW – Highway Engineering**.

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	Premium Pay Code	Department Job	Task
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Next select down-arrow for **Task** column and select the appropriate project.

Once you've completed assignment of hours to projects, click **Save** button.

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