

Timesheet Instructions



Updated

June 2012

Chapter 1

Accessing KDADS Web Applications

Table of Contents

KDADS Web Applications and Security	1
Signing into Web Applications	2
Your Profile Settings.....	4
Your List of Timesheets Navigation Tab.....	6
Exiting the Electronic Timesheet and KDADS Web Applications	8

KDADS Web Applications and Security

Background One of the system objectives for the Kansas Department for Aging and Disability Services Web Applications is to provide security of data from unauthorized or unintentional exposure or damage.

As we extend system service to users communicating via the Internet, this security objective becomes even more critical. Requiring a user-specific password for access is the starting point for security.

Access Management At the time of employment with KDADS, a new employee will be given a username and initial password for the Network, Outlook and Web Applications. This information will be given to the employee during the Information Services orientation.

Password Requirements Password requirements:


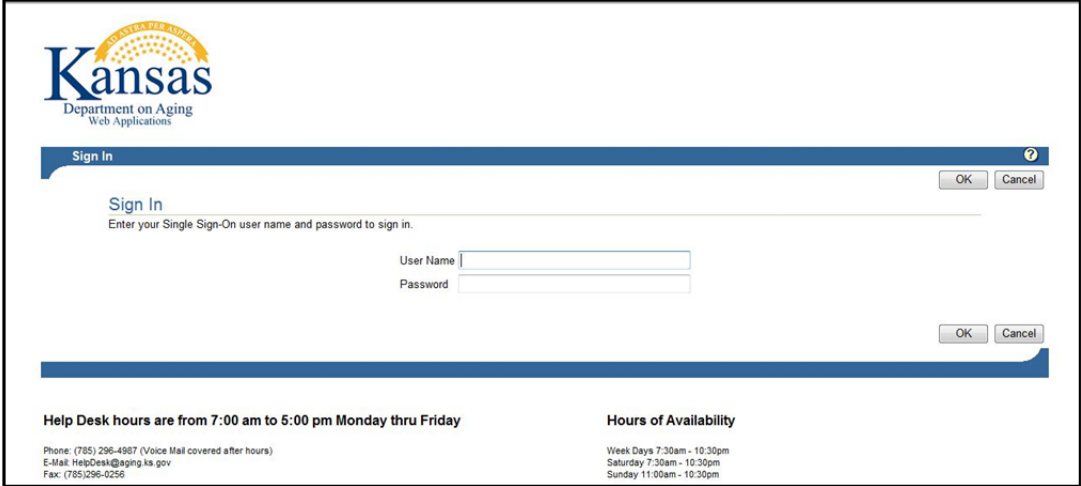
- Expires every 60 days
- Must be at least eight characters long
- Contain at least one upper case character
- Contain at least one numeric character
- Can not contain a portion of the user name

Note: A user should immediately change their password if they believe another person may have discovered their current password.

Signing into Web Applications

How to


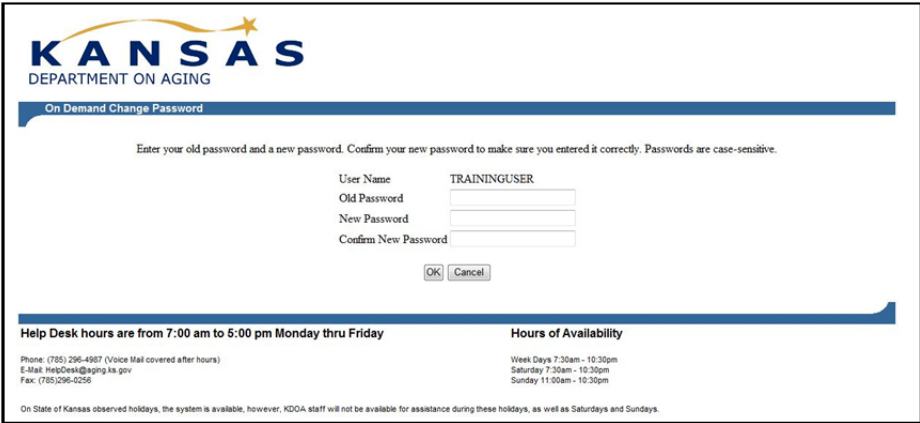

At the time of employment with KDADS, the new employee was given a username and initial password for Web Applications. The following are the steps to sign in to Web Applications for the first time and how to change the initial password.

Step	Action	Result
1.	Open the internet browser. Access the KDADS Intranet Web Site (https://intra.aging.ks.gov) OR the KDADS Provider Web Site (www.aging.ks.gov)	The website Home Page will display.
2.	Click on the Web Application icon on the home page. 	The Web Application Signin page will display.
3.	Type in the Username and Initial Password .	
		
4.	Click the OK button.	The Web Application Home Page will display.

Continued on next page

Changing Password

How to Once successfully signed on, the password can be changed manually.

Step	Action	Result
1.	In the header of the Web Application Home Page click on the Change Password link.	Change Password page will display.
 <p>Web Applications PRODUCTION Version: 2012/05/31@21:18:28 Welcome: TRAINING USER [00] Logged in at: 2012/05/31@21:18:27 Change Password</p>		
 <p>KANSAS DEPARTMENT ON AGING On Demand Change Password</p> <p>Enter your old password and a new password. Confirm your new password to make sure you entered it correctly. Passwords are case-sensitive.</p> <p>User Name: TRAININGUSER Old Password: <input type="password"/> New Password: <input type="password"/> Confirm New Password: <input type="password"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Help Desk hours are from 7:00 am to 5:00 pm Monday thru Friday Hours of Availability <small>Phone: (785) 296-4987 (Voice Mail covered after hours) E-Mail: HelpDesk@aging.ks.gov Fax: (785) 296-0256</small> <small>Week Days 7:30am - 10:30pm Saturday 7:30am - 10:30pm Sunday 11:00am - 10:30pm</small></p> <p><small>On State of Kansas observed holidays, the system is available, however, KDOA staff will not be available for assistance during these holidays, as well as Saturdays and Sundays.</small></p>		
2.	Type in the current password , press the tab key.	Insertion point advances.
3.	Type in the new password , press the tab key.	Insertion point advances.
4.	Type in the new password once again to confirm the change.	
5.	Click on the OK button.	Single Sign-On Change Password success page will display.
 <p>Oracle Single Sign-On Change Password</p> <p>The Single Sign-on password for user TRAININGUSER has been changed successfully. The new password will be in effect at the next SSO login.</p> <p><input type="button" value="Ok"/></p>		
6.	Click on the OK .	Page will return to the Change Password page with all fields blank.
<p>IMPORTANT: Do not enter your password information again – just click on the X to close the Change Password window.</p>		

Your Profile Settings

Overview

Your Profile is an option where you can edit the following:

- **Name Displayed** – The name that displays in the header of the KDADS Web Application pages.
- **Title** - Intended to be your working title

It is also where you can enter a comment regarding your job duties and upload your picture for the KDADS Who's Who application.

Click on the Your Profile Navigation Tab to access this area.

Your Profile Page

Web Applications
DEPARTMENT ON AGING
KANSAS
DEVELOPMENT Ver 2011/01/23@12:45:40 www.Aging.State.Ks.US
Welcome: Training User [12] Logged in at: 2011/01/23@12:10:54 Quick Notes Change Password Logout

KDOA : TRAININGUSER 039-328-0000 KDOA Home Page **Your Profile** Help

Your Profile Information

Name: TRAINING USER
Heading Display Name: Training User Working Title: Training Account
E-Mail: kamisii@aging.ks.gov
PSA/CME: 12 Primary Group: KDOA
Employee ID: K0000159753

Approved Standard Hours of Work. Used in KDOA Timesheet System.
(See HR to have these times changed)
From AM: 8:00 AM To AM: 12:00 PM
From PM: 12:30 PM To PM: 4:30 PM

Whos Who: The account that is used in training to be like the typical user.
66 of 2000

KDOA Office Location

Office Address: 503 S KANSAS
Location: TP131
City: TOPEKA State: KS Zip Code: 66603-3404
Office Phone: 785-296-2916

Home Address

Home Address: 101 Bookshelf Avenue
City: Topeka County: SN State: KS Zip Code: 66603
Home Phone: 785-555-5555 Personal Cell Phone: 785-222-2222

If any of the display only information is incorrect, please contact the KDOA Help Desk

Apply Changes

Post Your Picture(s)

Upload File - File size limited to 1mb! File(s) Uploaded 01/23/11 12:43:27 PM

File Name

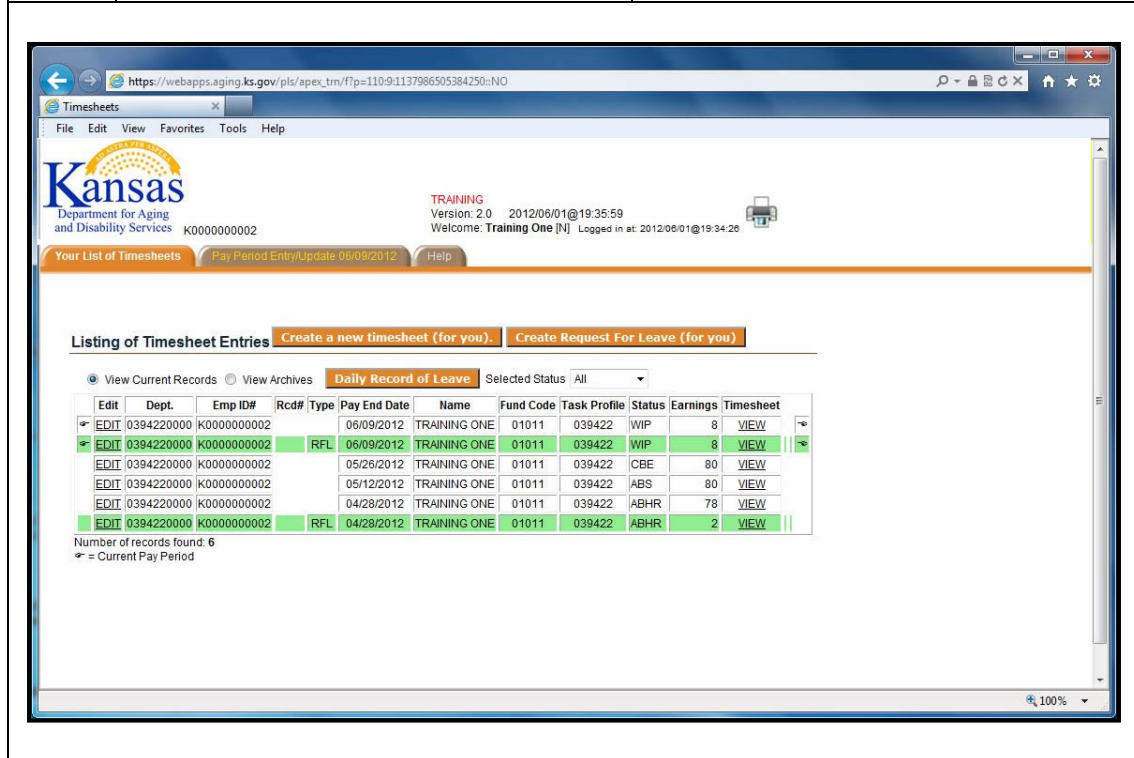
Application: Your_Profile Id: 2145

name	delete	size	source	added	by
Training Picture	<input type="checkbox"/>	21,139	training.jpg	01/23/2011 12:43:27	TRAININGUSER

Accessing the Electronic Timesheet

How To Follow the steps in the table below to access the Timesheet system.

Step	Action	Result
1.	Once the KDADS Web Application Home page is displayed. Click on the Timesheet button.	A separate Timesheet window will be displayed.



Your List of Timesheets Navigation Tab

Introduction This navigational tab displays all Timesheets and Request for Leave line items.

The below window reflects all statuses and all current records and archives.

Navigational Tabs **Action Buttons**

Current Pay Period Record

Timesheet Record (white)

Request for Leave Record (green)

Status Selector (Selects the status of the records to display)

Edit	Dept.	Emp ID#	Rcd#	Type	Pay End Date	Name	Fund Code	Task Profile	Status	Earnings	Timesheet
EDIT	0394220000	K0000000002			06/09/2012	TRAINING ONE	01011	039422	WIP	8	VIEW
EDIT	0394220000	K0000000002		RFL	06/09/2012	TRAINING ONE	01011	039422	WIP	8	VIEW
EDIT	0394220000	K0000000002			05/26/2012	TRAINING ONE	01011	039422	CBE	80	VIEW
EDIT	0394220000	K0000000002			05/12/2012	TRAINING ONE	01011	039422	ABS	80	VIEW
EDIT	0394220000	K0000000002			04/28/2012	TRAINING ONE	01011	039422	ABHR	78	VIEW
EDIT	0394220000	K0000000002		RFL	04/28/2012	TRAINING ONE	01011	039422	ABHR	2	VIEW

Number of records found: 6
☞ = Current Pay Period

Description of Columns Below is the explanation of all the columns that are included on this navigational tab.

Column	Description
Edit	The Edit link will open the pay period selection window. If no time or request has been entered, the pay period record can be deleted.
Department	KDADS Department Number
Emp ID#	Employees ID # assigned
Rcd#	Record number
Type	Will indicate RFL if the line item is a Request for Leave
Pay End Date	The End Date of the Pay Period.
Name	Employee Name
Fund Code	The funding code in which the positions salary is funded.

Continued on next page

Your List of Timesheets Navigation Tab, Continued

Description of Columns (continued)

Column	Description										
Status	Indicates the status of the timesheet or request for leave.										
	<table border="1"><thead><tr><th>Abbreviation</th><th>Description</th></tr></thead><tbody><tr><td>WIP</td><td>Work In Progress</td></tr><tr><td>CBE</td><td>Completed By Employee</td></tr><tr><td>ABS</td><td>Approved By Supervisor</td></tr><tr><td>ABHR</td><td>Approved By Human Resources</td></tr></tbody></table>	Abbreviation	Description	WIP	Work In Progress	CBE	Completed By Employee	ABS	Approved By Supervisor	ABHR	Approved By Human Resources
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WIP	Work In Progress										
CBE	Completed By Employee										
ABS	Approved By Supervisor										
ABHR	Approved By Human Resources										
Earnings	Hours reported on the timesheet										
Programs	If Program and Cost Objectives are reported										
Timesheet	The View link will open the timesheet or request for leave										
Blank	When the View Archives radio button is selected this area will display the date and time the original record was archived.										

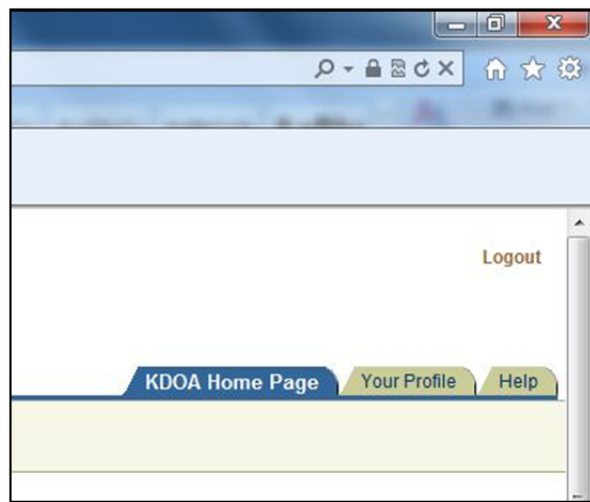
Exiting the Electronic Timesheet and KDADS Web Applications

Introduction There are two steps to correctly exit the timesheet program and KDADS web application.

1. Close the separate timesheet window. Will show the KDADS Web Application Home Page.
2. KDADS Home Page – Logout link. Will exit KDADS Web Applications and return to the Sign-on Screen.

Once logged out as instructed the browser window can be closed by clicking on the exit button. ☒

If this action is taken without logging-out first, KDADS Web Application system will automatically log-out the user at the system level.



Chapter 2

Timesheet

Table of Contents

Creating a Timesheet 1

Entry into the Timesheet 4

Completing Task Profiles – Program and Cost Objectives..... 6

Completing Program and Cost Objectives – Adult Care Home Facility Surveys..... 7

Modifying A Timesheet Entry..... 10

Modifying A Processed Timesheet..... 11

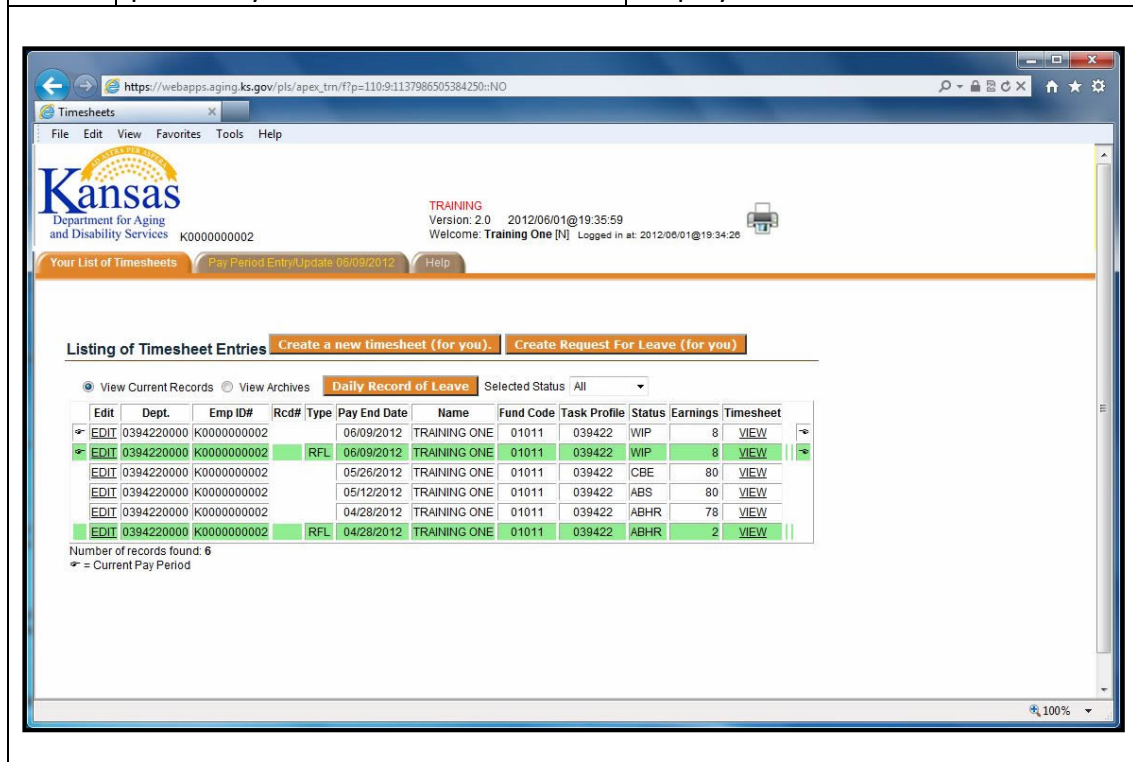
Processing (Signing) the Timesheet 13

Creating a Timesheet

Introduction The timesheet can be created at any time. The timesheet will remain in the Work in Progress status until signed. There is only one timesheet created per pay period. The hours can be modified until it is processed. If modifications need to be made after it is processed, the employees' Supervisor, Director, Commissioner or Human Resources can return the timesheet to the employee.

How to The following are the steps to creating a Timesheet.

Step	Action	Result
1.	Access the Timesheet Program as previously instructed.	Your List of Timesheet page is displayed.



Continued on next page

Creating a Timesheet, Continued

How to (continued)

Step	Action	Result
2.	Click on the Create a new timesheet (for you) button.	Pay Period Information page is displayed.
3.	Select the radio button of the Pay End Date of the time period.	
4.	Click on the Create a New Time Period Record button.	Pay Period Entry Update tab is created and the Timesheet form is displayed.

Continued on next page

Creating a Timesheet, Continued

Introduction Below are the regions of the Timesheet page.

Navigational Tabs

The screenshot shows the Kansas Timesheet system interface. At the top left is the Kansas Department for Aging and Disability Services logo. The top right shows the user is logged in as 'TRAINING ONE' on 2012/06/01 at 19:35:59. Below the header are several tabs: 'Your List of Timesheets', 'Pay Period Entry/Update 06/09/2012', and 'Help'. The main content area includes a 'Data Entry / Update' section with a calendar for the pay period from 05/27 to 06/09. A table below shows earnings codes and descriptions for each day, with a 'Totals' row at the bottom. On the right side, there is a 'The Clock' section with a grid for selecting start and stop times. At the bottom, there are signature fields for the employee, supervisor, and HR, along with a comment field and a 'Process Timesheet' button.

Data Entry Fields with Action buttons

Time Recorded

Timesheet Status

Holiday Indicators (pink in color)

Leave Indicator (green in color)

Comment Field (not required)

Electronic Signature Fields (Record of who signed the Timesheet at each stage of approval.)

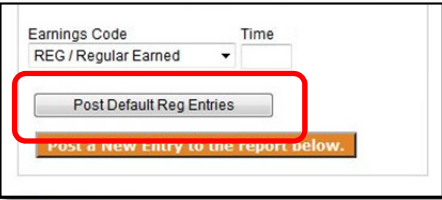
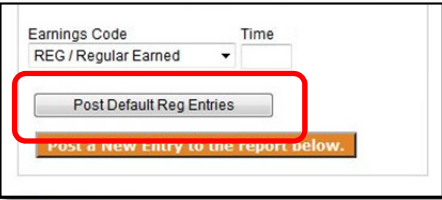
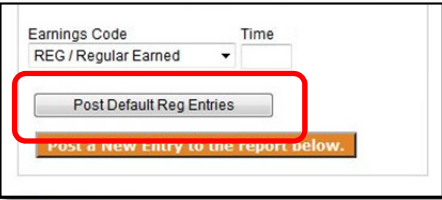
The "Clock" (will compute the time worked)

Note: If a Request for Leave has been completed for the time period, the leave amounts will be displayed on the timesheet in green. The leave cannot be modified on the timesheet; leave must be modified on the Request for Leave.

Entry into the Timesheet

Introduction Once the Timesheet document is created for the pay period, the time worked needs to be entered. If there was a Request for Leave created, the leave will be reflected on the timesheet, as well as any holiday leave.

How to The following are the steps to data entering the time worked.

Step	Action	Result																									
1.	Create a Timesheet as previously instructed.	Timesheet document is displayed.																									
2.	Enter the hours worked.	As per the following methods:																									
	<table border="1"> <thead> <tr> <th>Method</th> <th>Action</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> <p>Click on the Post Default Reg Entries button.</p> <p>This button is available once when the timesheet is created for a non-exempt employee.</p> </td> <td>Any day that does not have an existing entry (leave request, holiday) will automatically be filled with 8 hours with the overhead task profile.</td> </tr> <tr> <td colspan="3" style="text-align: center;">  </td> </tr> <tr> <td>2.</td> <td>Enter time manually.</td> <td>Time is posted to the table.</td> </tr> <tr> <td></td> <td> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Select the Day</td> </tr> <tr> <td>b.</td> <td>Select the Earnings Code from the drop down listing.</td> </tr> <tr> <td>c.</td> <td>Type in the hours worked or use the "Clock". (Example of the clock is on the following page.)</td> </tr> <tr> <td>d.</td> <td>Click on the Post New entry to the report below button.</td> </tr> </tbody> </table> </td> <td></td> </tr> </tbody> </table>	Method	Action	Result	1.	<p>Click on the Post Default Reg Entries button.</p> <p>This button is available once when the timesheet is created for a non-exempt employee.</p>	Any day that does not have an existing entry (leave request, holiday) will automatically be filled with 8 hours with the overhead task profile.				2.	Enter time manually.	Time is posted to the table.		<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Select the Day</td> </tr> <tr> <td>b.</td> <td>Select the Earnings Code from the drop down listing.</td> </tr> <tr> <td>c.</td> <td>Type in the hours worked or use the "Clock". (Example of the clock is on the following page.)</td> </tr> <tr> <td>d.</td> <td>Click on the Post New entry to the report below button.</td> </tr> </tbody> </table>	Step	Action	a.	Select the Day	b.	Select the Earnings Code from the drop down listing.	c.	Type in the hours worked or use the "Clock". (Example of the clock is on the following page.)	d.	Click on the Post New entry to the report below button.		
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Continued on next page

Entry into the Timesheet, Continued

Introduction The clock is an optional method of entering time for the timesheet. It is a convenient way to allow the system to calculate the timed worked if the employee is in and out of the office several times in one day. The times in red (8:00 – 12:00 – 1:00 – 5:00) are for visual reference only.

“Clock” Entry Example Employee Standard hours are 8 to 5. The employee has a dentist appointment and left at 9:15 and arrived back at the office at 10:45, therefore, the employee was gone for 1.5 hours. Timesheet Entry using the “Clock” would be:

- On the 8:00am line, select 8:00am (time arrived at work = **IN**)
- On the 9:00am line, select the radio button next to 15 (time left for appointment = **OUT**)
- On the 10:00am line, select the radio button next to the 45 (time arrived back from the appointment = **IN**)
- Select the Lunch Time (Noon to 1:00pm = **OUT and IN**)
- Select 5:00pm (time leaving work = **OUT**)


The screenshot shows a web-based interface titled "The Clock". At the top, there are buttons for "your standard times" and "reset". Below this is a list of time slots from 8 am to 10 pm, each with radio buttons for :00, :15, :30, and :45. The 8 am slot is selected with a checkmark. The 9 am slot has the :15 option selected. The 10 am slot has the :45 option selected. The "noon" slot is selected. The 1 pm slot is selected. The 5 pm slot is selected. At the bottom, there is a section titled "Select a Start and Stop Time (value posted in Time)" with a red circle around the following times: 8:00 - 9:15, 10:45 - 12:00, and 13:00 - 17:00. To the left of the main interface is a smaller box containing the number "6.5" and a list of times: 08:00am, 09:15am, 10:45am, 12:00pm, 01:00pm, and 05:00pm. Arrows point from the 8:00am, 9:15am, 10:45am, and 5:00pm selections in the main interface to the corresponding times in the summary box. A text box at the bottom left states "Times are also reflected at the bottom of the clock for reference." with an arrow pointing to the summary box.

Completing Task Profiles – Program and Cost Objectives

Introduction Depending upon the position funding, an employee may need to complete the Program and Cost Objectives. The Cost Objective codes are preset by the Budget and Accounting Divisions and the codes that are available for use are driven by the funding source(s) of the position. The option selected is based upon what type of work was done during the day and which funding group should be charged.

Note for Exempt Employees: If required to enter the Program and Cost Objectives, the hours indicated is an accounting function, not a Human Resources function. Leave Requests are submitted by this system (see Chapter 3) and is a Human Resources function.

How to The following are the steps to data entering the Program and Cost Objectives on the Timesheet.

Step	Action	Result										
1.	Create a Timesheet as previously instructed.	Timesheet document is displayed.										
2.	Enter the hours worked toward the funding group.	Enter the time manually.										
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4.	Click on the Post New entry to the report below button.											
	 <p>The screenshot shows a timesheet report with columns for days of the week (Sun 06/27 to Sat 07/03) and a 'total' column. It lists three earnings codes: 039CBP42 (CBS Programs for SGF), 039CBP43 (CBS Programs for OAA), and 039CBP45 (CBS Programs for Medicaid). Hours are entered for Tue 06/29 (4 hours for 039CBP42 and 039CBP43) and Mon 07/05 (8 hours for 039CBP45). A 'View Request for Leave' button is visible at the bottom.</p>											

Completing Program and Cost Objectives – Adult Care Home Facility Surveys

Introduction Facility Surveyors are required to complete Program and Cost Objectives. The Program and Cost Objective listing will contain a few generic options and all facilities within the employees district region.

Guidelines **Regional Managers and QI Staff** – If working on a survey for an extended period of time during the day, charge time to the Facility. Otherwise, time spent on other tasks should be charged to the funding options as available/appropriate.

Surveys – Select the Facility, enter the Aspen Event ID, and enter the time using the clock.

Travel to/from Surveys – Include this time in the survey time toward the Facility.

Staff Meetings/In-Service/Other Tasks – Charge this time to General Services.

Completing Program and Cost Objectives – Adult Care Home Facility Surveys, Continued

Surveys

Surveys – Select the Facility, enter the Aspen Event ID, and enter the time using the clock.

The Facilities listed in the drop down field are associated with the employees assigned Administrative Region.

If the employee is working for another region, simply change the area drop down button to reflect that areas number. The facilities associated with the area will display.

Region Selection

Pay End Date 07/10/2010 Name TRAINING USER Fund Code 01021 Task Profile 039WRS PCC Required

Position Number P5555 FLSA E FTE 1 Exempt E 1 KINSLEY

Task Profile 039WRS2001:039WRS2002:039WRS2003:039WRS2004:039WRS2005:039WRS2006

Data Entry / Update

Day Of Pay Period Sun 06/27 Mon 06/28 Tue 06/29 Wed 06/30 Thu 07/01 Fri 07/02 Sat 07/03 Sun 07/04 Mon 07/05 Tue 07/06 Wed 07/07 Thu 07/08 Fri 07/09 Sat 07/10

Earnings Code REG / Regular Earned Time Task Profile (SMART) Program & Cost Objective

* Event Id (from ASPEN) When the Event ID Survey Facility

Post a New Entry to the report

EARNINGS CODE AND DESCRIPTION	Sun 06/27	Mon 06/28	Tue 06/29	Wed 06/30	Thu 07/01	Fri 07/02	Sat 07/03	Sun 07/04	Mon 07/05	Tue 07/06	Wed 07/07	Thu 07/08	Fri 07/09	Sat 07/10
Totals	0	0	0											

Status WIP - Work In Progress

Comments

All times listed on this report reflect (1) of (3) is true and correct to the best of my knowledge.

Program Cost or Nursing Facility Selection

Completing Program and Cost Objectives – Adult Care Home Facility Surveys, Continued

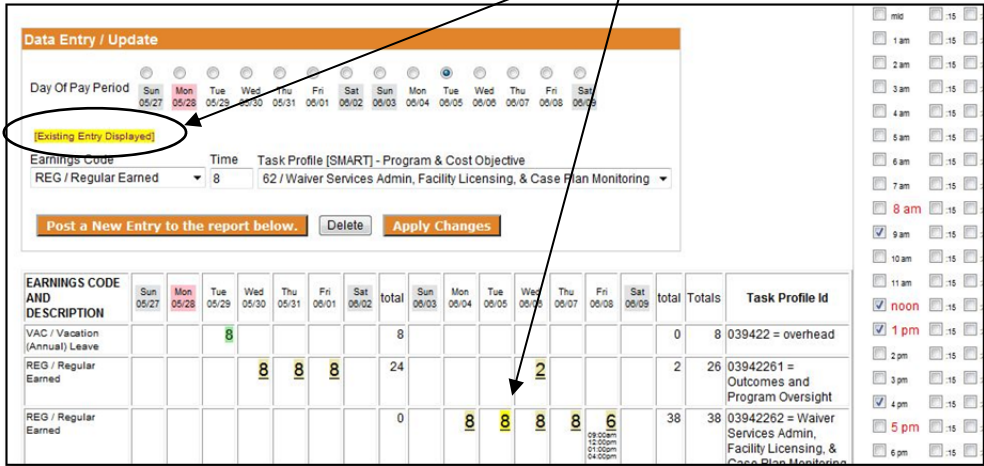
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<p>The screenshot shows a timesheet report with columns for days of the week (Sun 06/27 to Sat 07/03) and a 'total' column. The 'EARNINGS CODE AND DESCRIPTION' column lists 'REG / Regular Earned' with a value of 10 for Sun 06/27 and 8 for Tue 06/29. The 'Task Profile Id' column shows 'ABC123 / FLINTSTONE MANOR...' for the 10-hour entry and '039WRS02 = GENERAL SVS (LCE)' for the 8-hour entry. The 'Totals' row shows 0 for Sun, 10 for Mon, 8 for Tue, and 0 for Wed, Thu, Fri, Sat, and total. The overall total is 18. A 'Process Timesheet' button is visible at the bottom right, and the status is 'WIP - Work In Progress'.</p>												

Modifying A Timesheet Entry

Introduction At times, an entry needs to be changed. If the timesheet is still in a Work in Progress (WIP) status, follow the instructions below. However, if the timesheet has been signed by the employee it is automatically forwarded to the supervisor for approval. If the Timesheet has to be modified it will need to be sent back to the employee either by the supervisor or human resources. For instructions on how to modify a processed timesheet, see the next section.

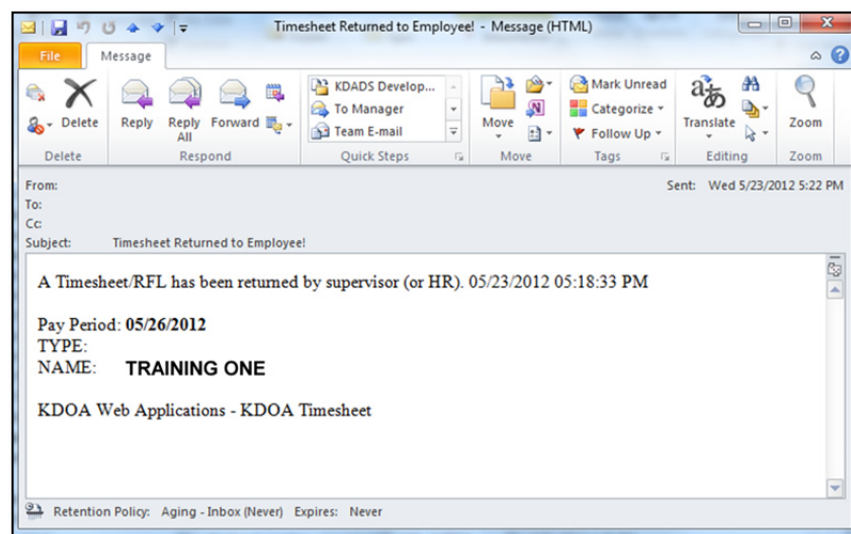
How to To make modifications, follow the steps in the below table.

Step	Action	Result
1.	On the Your List of Timesheets navigation tab, select the View link on the timesheet entry that needs to be modified.	All line items are displayed.
2.	On the data entry table, click on the time worked that needs to be modified.	The existing information is loaded into the data entry fields for modification and highlighted.
 <p>The screenshot shows the 'Data Entry / Update' interface. At the top, there are navigation tabs for 'Data Entry / Update'. Below that, a 'Day of Pay Period' is shown with dates from Sun 05/27 to Sat 06/02. A callout box labeled 'Existing Entry Displayed' points to the 'Mon 05/28' column in the grid. The grid has columns for days of the week and a 'total' column. The 'Mon 05/28' cell contains the number '8'. Below the grid, there are fields for 'Earnings Code' (REG / Regular Earned) and 'Time' (8). To the right, there are buttons for 'Post a New Entry to the report below.', 'Delete', and 'Apply Changes'. At the bottom, there is a table with columns for 'EARNINGS CODE AND DESCRIPTION', 'Sun 05/27', 'Mon 05/28', 'Tue 05/29', 'Wed 05/30', 'Thu 05/31', 'Fri 05/01', 'Sat 05/02', 'total', 'Sun 05/03', 'Mon 05/04', 'Tue 05/05', 'Wed 05/06', 'Thu 05/07', 'Fri 05/08', 'Sat 05/09', 'total', 'Totals', and 'Task Profile Id'. The 'Mon 05/28' cell in the grid is highlighted in yellow. The 'Task Profile Id' column contains '039422 = overhead', '03942261 = Outcomes and Program Oversight', and '03942262 = Waiver Services Admin, Facility Licensing, & Case Plan Monitoring'.</p>		
3.	Change the time worked or the Task Profile – Program & Cost Objective as needed.	Note: If leave needs to be added, delete the entry. Do not enter a “0”. Then complete a Request for Leave to reflect the leave hours.
4.	Click on the Apply Changes button.	Change is saved.

Modifying A Processed Timesheet

Introduction Once the Timesheet is signed by the employee it is automatically forwarded to the supervisor for approval. If the Timesheet has to be modified it will need to be sent back to the employee either by the supervisor or human resources. For instructions on returning a Timesheet back to the employee, see Chapter 4 – Supervisor Instructions.

There is a comment area that can be completed as a note to the employee as to why the Timesheet is being returned. An e-mail is automatically sent to the employee when the Timesheet is returned. The e-mail does state the comment if entered.

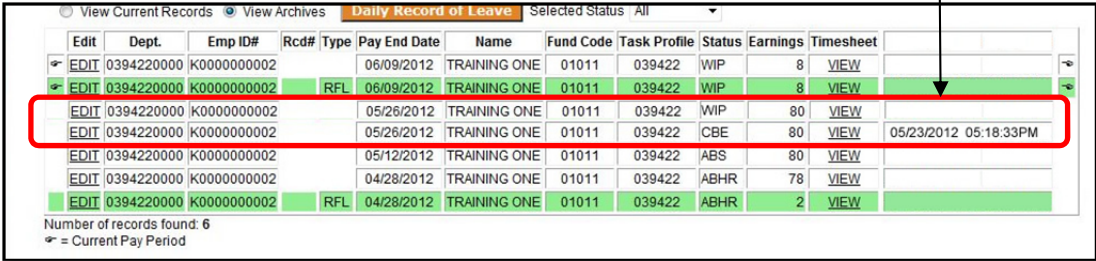



For historical purposes, the original Timesheet is archived; the modifications are made on a “copy” and resubmitted for approval.

Continued on next page

Modifying A Processed Timesheet, Continued

How to Once the Timesheet is received by the employee, changes can be made and resubmitted. To make modifications, follow the steps in the below table.

Step	Action	Result																																				
1.	On the Your List of Timesheets tab, select the View Archives radio button.	All line items are displayed. Note that the line items with the date and time in the last column are the archived records.																																				
 <p>The screenshot shows a table with columns: Edit, Dept., Emp ID#, Rcd#, Type, Pay End Date, Name, Fund Code, Task Profile, Status, Earnings, and Timesheet. The row for 05/23/2012 is highlighted in red, and the 'VIEW' link in the 'Timesheet' column is also highlighted. Below the table, it says 'Number of records found: 6' and '☞ = Current Pay Period'.</p>																																						
2.	Click on View of the archived record if needed to read the comment of the supervisor or Human Resources.																																					
 <p>The screenshot shows the 'View' page for a timesheet record. It includes fields for Department (0394220000), Emp ID # (K0000000002), Record Number, Pay End Date (06/09/2012), Name (TRAINING ONE), Fund Code (01011), Task Profile (039422), and PCO Required. A 'Comments' section contains the text: 'Returned to employee... Returning as you requested From: TrainingUser@aging.ks.gov 05/23/2012 05:18:33PM'. Below this is an 'EARNINGS CODE AND DESCRIPTION' table with columns for days of the week and totals.</p> <table border="1"> <thead> <tr> <th>EARNINGS CODE AND DESCRIPTION</th> <th>Sun 05/27</th> <th>Mon 05/28</th> <th>Tue 05/29</th> <th>Wed 05/30</th> <th>Thu 05/31</th> <th>Fri 06/01</th> <th>Sat 06/02</th> <th>total</th> <th>Sun 06/03</th> <th>Mon 06/04</th> <th>Tue 06/05</th> <th>Wed 06/06</th> <th>Thu 06/07</th> <th>Fri 06/08</th> <th>Sat 06/09</th> <th>total</th> <th>Tota</th> </tr> </thead> <tbody> <tr> <td>HDC / Holiday Credit</td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>40</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>0</td> <td>32</td> <td>72</td> </tr> </tbody> </table>			EARNINGS CODE AND DESCRIPTION	Sun 05/27	Mon 05/28	Tue 05/29	Wed 05/30	Thu 05/31	Fri 06/01	Sat 06/02	total	Sun 06/03	Mon 06/04	Tue 06/05	Wed 06/06	Thu 06/07	Fri 06/08	Sat 06/09	total	Tota	HDC / Holiday Credit		8	8	8	8	8	8	40	8	8	8	8	8	8	0	32	72
EARNINGS CODE AND DESCRIPTION	Sun 05/27	Mon 05/28	Tue 05/29	Wed 05/30	Thu 05/31	Fri 06/01	Sat 06/02	total	Sun 06/03	Mon 06/04	Tue 06/05	Wed 06/06	Thu 06/07	Fri 06/08	Sat 06/09	total	Tota																					
HDC / Holiday Credit		8	8	8	8	8	8	40	8	8	8	8	8	8	0	32	72																					
3.	Click back on the Your List of Timesheets tab, select View on the line item record for modification.	Note that the Status is now WIP (Work in Progress). This allows changes to be made to the timesheet.																																				
4.	Change the information as instructed previously.																																					

Processing (Signing) the Timesheet

Introduction The Timesheet will need to be signed by the employee for it to be completed and processed.

How to The following are the steps to completing a Timesheet.

Step	Action	Result						
1.	On the Timesheet page, Click on the Process Timesheet button.	The following will automatically occur.						
	<table border="1"> <tbody> <tr> <td>a.</td> <td>The User Name, Date and Time is displayed in the Signed By Employee. The status will change to CBE (Completed by Employee) and the timesheet will become disabled.</td> </tr> <tr> <td>b.</td> <td>The Timesheet is electronically forwarded to the Supervisor for approval. Once approved by the Supervisor, the status will change to ABS (Approved by Supervisor).</td> </tr> <tr> <td>c.</td> <td>Once the Timesheet is approved by the Supervisor it is automatically forwarded to Human Resources. Once reviewed and posted by Human Resources, the status will change to ABHR (Approved by Human Resources).</td> </tr> </tbody> </table>	a.	The User Name, Date and Time is displayed in the Signed By Employee. The status will change to CBE (Completed by Employee) and the timesheet will become disabled.	b.	The Timesheet is electronically forwarded to the Supervisor for approval. Once approved by the Supervisor, the status will change to ABS (Approved by Supervisor).	c.	Once the Timesheet is approved by the Supervisor it is automatically forwarded to Human Resources. Once reviewed and posted by Human Resources, the status will change to ABHR (Approved by Human Resources).	
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Kansas
Department for Aging and Disability Services K0000000002

TRAINING
Version: 2.0 2012/06/01@19:35:59
Welcome: Training One [N] Logged in at: 2012/06/01@19:34:26

Your List of Timesheets Pay Period Entry/Update 06/09/2012 Help

Listing of Timesheet Entries Create a new timesheet (for you). Create Request For Leave (for you)

View Current Records View Archives Daily Record of Leave Selected Status All

Edit	Dept.	Emp ID#	Rcd#	Type	Pay End Date	Name	Fund Code	Task Profile	Status	Earnings	Timesheet
EDIT	0394220000	K0000000002			06/09/2012	TRAINING ONE	01011	039422	WIP	8	VIEW
EDIT	0394220000	K0000000002		RFL	06/09/2012	TRAINING ONE	01011	039422	WIP	8	VIEW
EDIT	0394220000	K0000000002			05/26/2012	TRAINING ONE	01011	039422	CBE	80	VIEW
EDIT	0394220000	K0000000002			05/12/2012	TRAINING ONE	01011	039422	ABS	80	VIEW
EDIT	0394220000	K0000000002			04/28/2012	TRAINING ONE	01011	039422	ABHR	78	VIEW
EDIT	0394220000	K0000000002		RFL	04/28/2012	TRAINING ONE	01011	039422	ABHR	2	VIEW

Number of records found: 6
← = Current Pay Period

Chapter 3

Request for Leave

Table of Contents

Creating a Request for Leave	1
Completing the Request for Leave	4
Processing (Signing) the Request For Leave.....	7
Modifying the Request for Leave	8
Daily Record of Leave	11

Creating a Request for Leave

Introduction The Request for Leave functions exactly the same as the Timesheet. However, it is branded green for a visual cue.

The Request For Leave can be created at any time. The request will remain in the Work in Progress status until signed. However, if leave is taken during a pay period, then the Request for Leave needs to be completed prior to the timesheet document.

How to The following are the steps to creating a Request For Leave.

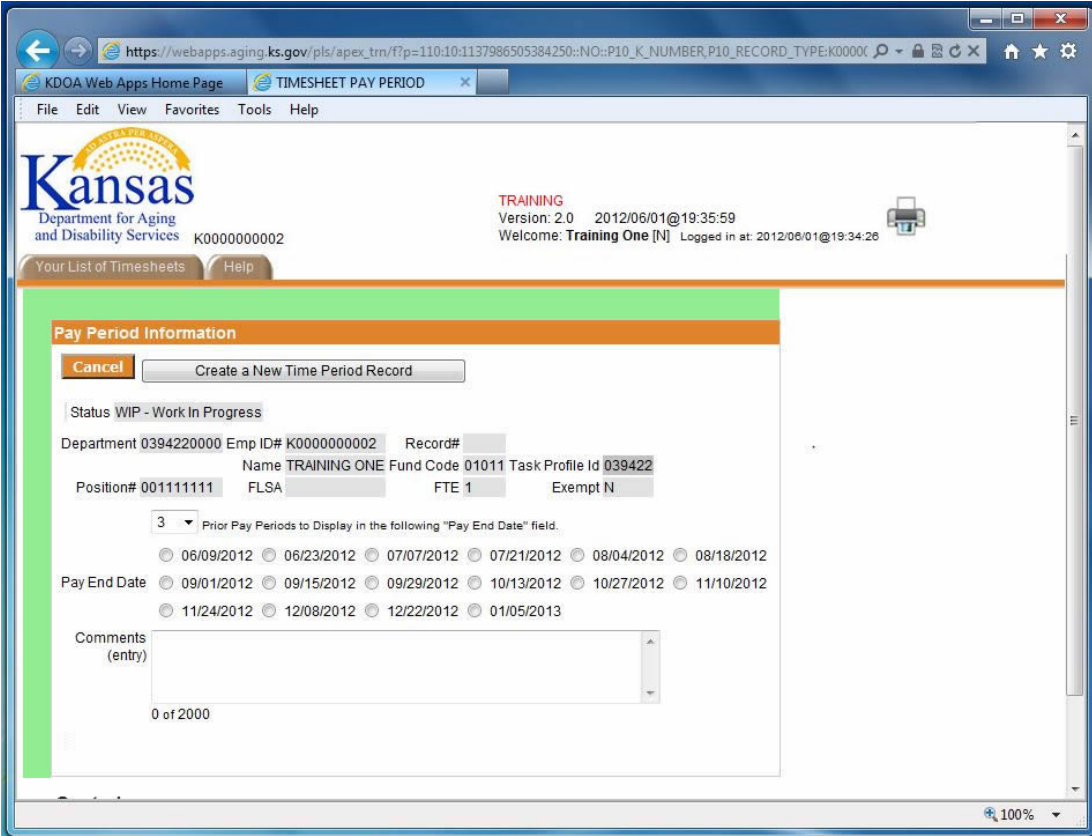
Step	Action	Result
1.	Access the Timesheet Program as previously instructed.	Your List of Timesheets page is displayed.

The screenshot displays the 'Your List of Timesheets' page. At the top, there is a navigation bar with buttons for 'Your List of Timesheets', 'Pay Period Entry/Update 06/09/2012', and 'Help'. Below this is a section titled 'Listing of Timesheet Entries' with sub-links for 'Create a new timesheet (for you)' and 'Create Request For Leave (for you)'. A table of entries is shown with columns: Edit, Dept, Emp ID#, Rcd#, Type, Pay End Date, Name, Fund Code, Task Profile, Status, Earnings, and Timesheet. The table contains six rows of data, with the first two rows highlighted in green. Below the table, it states 'Number of records found: 6' and '← = Current Pay Period'.

Continued on next page

Creating a Request for Leave Creating a Request for Leave, Continued

How to (continued)

Step	Action	Result
2.	Click on the Create Request For Leave (for you) button.	Pay Period Information page is displayed.
		
3.	Select the radio button of the Pay End Date of the time period.	
4.	Click on the Create a New Time Period Record button.	Pay Period Entry Update tab is created and the Request For Leave page is displayed.

Continued on next page

Creating a Request for Leave, Continued

Introduction Below are the regions of the Request for Leave page.

Navigational Tabs

The screenshot shows a web browser window displaying the 'Request for Leave' page. The browser address bar shows the URL: https://webapps.aging.ks.gov/ps/apex_trn/f?p=110:3:1137986505384250::NO:3:P3_ISN:7624. The page header includes the Kansas Department for Aging and Disability Services logo and user information: TRAINING, Version: 2.0, 2012/06/01@19:35:59, Welcome: Training One [N], Logged in at: 2012/06/01@19:34:26. Below the header are tabs for 'Your List of Timesheets', 'Pay Period Entry/Update 06/09/2012', and 'Help'.

The main content area is titled 'Request for Leave' and contains several sections:

- Data Entry / Update:** Includes fields for Department (0394220000), Emp ID # (K0000000002), Record Number, Pay End Date (06/09/2012), Name (TRAINING ONE), Fund Code (01011), Task Profile (039422), PCO Required, Position Number (001111111), FLSA, FTE (1), and Exempt (N). It also features a 'Day Of Pay Period' calendar and 'Earnings Code' and 'Time (RFL)' dropdowns.
- Holiday Indicators:** A callout box points to pink-colored cells in the calendar, labeled 'Holiday Indicators (pink in color)'.
- Earnings Code AND DESCRIPTION Table:** A table with columns for days of the week and totals. It shows 8 hours of VAC / Vacation (Annual) Leave and 8 hours of HDC / Holiday Credit.
- Timesheet Status:** Shows 'Status: WIP - Work In Progress' and 'Timesheet Status: WIP'. It includes a 'Process Request for Leave' button and a 'Comments' field with an 'Update Comments Only' button.
- Comment Field:** A callout box points to the 'Comments' field, labeled 'Comment Field (required if leave is not vacation)'.
- The "Clock":** A sidebar titled 'The Clock' contains a 'your standard times' dropdown and a grid of checkboxes for time slots from 15:00 to 11:00. A callout box points to the grid, labeled 'The "Clock" (will compute the time worked)'.
- Electronic Signature Fields:** At the bottom, there are fields for 'Signed By Employee', 'Signed By Supervisor', 'Signed By HR', and 'Processed By Sharp'. A callout box points to these fields, labeled 'Electronic Signature Fields (Record of who signed the Timesheet at each stage of approval.)'.

Other callouts include 'Data Entry Fields with Action buttons' pointing to the 'Post a New Entry to the report below.' button, 'Leave Recorded' pointing to the earnings code table, and 'Timesheet Status' pointing to the status information.

Completing the Request for Leave

Introduction Once the Request For Leave document is created for the pay period, the leave and hours for that leave needs to be entered. The Request for Leave does reflect the actual hours taken in 15-minute increments. In order to enter the time taken, the “Clock” grid table (located on the far right of the page) must be used.

How to The following are the steps to data entering the leave type and time on the Request for Leave.

Step	Action	Result						
1.	Create a Request For Leave as previously instructed.	Request For Leave page is displayed.						
2.	Select Day radio button							
3.	Select Leave Type from the drop down listing.	<u>Note:</u> The option of Discretionary Day will only display on the listing if a Discretionary Day is available to be used.						
4.	Using the “Clock”, enter the hours taken.	See the table below for the entry method.						
<table border="1"> <thead> <tr> <th>Time Entry Method</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Your Standard Times Button Recommended for 8 hours of leave entry.</td> <td>Will automatically place the standard working hours in the “Clock”. These working hours are entered by the Human Resource Division. The standard hours entered are displayed in the Your Profile Navigation Tab on the KDADS Web Application Home Page.</td> </tr> <tr> <td>Manual entry</td> <td>Select the times for the leave using the “Clock”. As time is selected, it is displayed to the right of the table. Also, the leave is calculated in the time field. See example below.</td> </tr> </tbody> </table>			Time Entry Method	Action	Your Standard Times Button Recommended for 8 hours of leave entry.	Will automatically place the standard working hours in the “Clock”. These working hours are entered by the Human Resource Division. The standard hours entered are displayed in the Your Profile Navigation Tab on the KDADS Web Application Home Page.	Manual entry	Select the times for the leave using the “Clock”. As time is selected, it is displayed to the right of the table. Also, the leave is calculated in the time field. See example below.
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Manual entry	Select the times for the leave using the “Clock”. As time is selected, it is displayed to the right of the table. Also, the leave is calculated in the time field. See example below.							

Continued on next page

Completing the Request for Leave, Continued

Introduction The clock is the required method of entering time for the Request For Leave. It is a convenient way to allow the system to calculate the timed worked if the employee is in and out of the office several times in one day. The times in red (8:00 – 12:00 – 1:00 – 5:00) are for visual reference only.

“Clock” Entry Example Employee Standard hours are 8 to 4:30 with a 30 minute lunch break. The employee will be taking a day of vacation. Request For Leave entry using the “Clock” would be:


- On the 8:00am line, select the check box next to 8:00am (time the leave beings)
- On the 11:00am line, select the check box next to 11:00am (time that is normal for the lunch break to being
- On the 11:00am line, select the check box next to the 30 (time that is normal for the lunch break to end)
- On the 4:00pm line, select the check box next to the 30 (time the leave ends)

The screenshot displays the 'Request for Leave' system interface. The top section shows employee details: Department 0394220000, Emp ID # K0000000002, Pay End Date 06/09/2012, Name TRAINING ONE, Position Number 001111111, and FLSA. The 'Data Entry / Update' section includes a 'Day Of Pay Period' selector (Sun 05/27, Mon 05/28, Tue 05/29, Wed 05/30, Thu 05/31, Fri 06/01), an 'Earnings Code' dropdown set to 'VAC / Vacation', and a 'Time (RFL)' dropdown set to '8'. A 'Post a New Entry to the report below.' button is present. Below this is an 'EARNINGS CODE AND DESCRIPTION' table with columns for days of the week and a grid for time entry. The 'Time (RFL)' dropdown value '8' is highlighted with a red box, and a corresponding '8' is visible in the grid. To the right, 'The Clock' section features a grid of time slots from 12:00 am to 11:00 pm, each with a checkbox and a dropdown for minutes. The 8:00 am, 11:00 am, and 4:30 pm slots are highlighted with red boxes. A 'Process RFL' button is located at the bottom right of the main form area.

Continued on next page

Completing the Request for Leave, Continued

Example (continued)

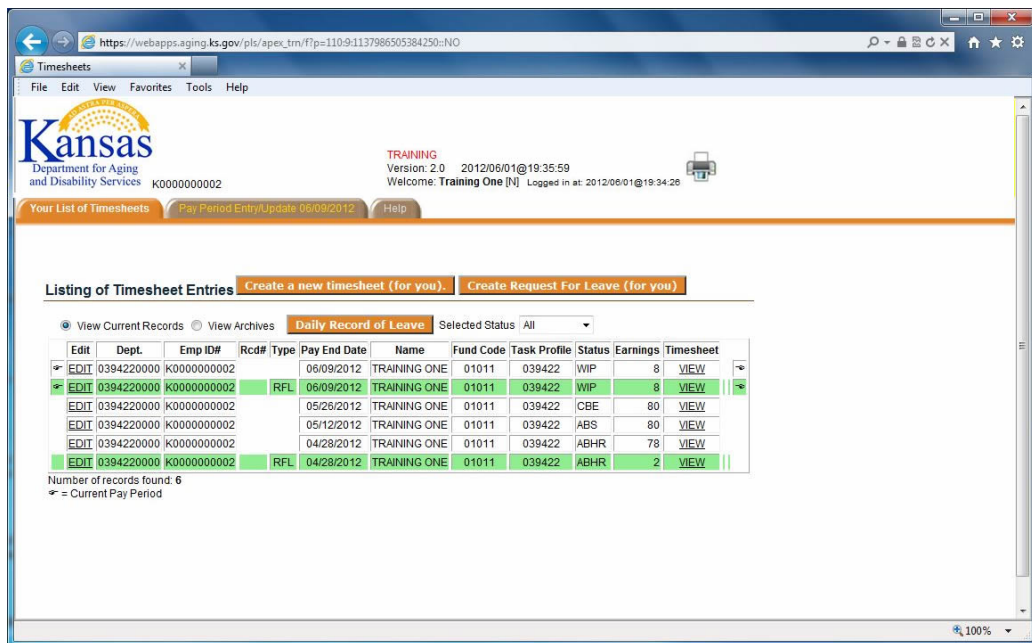
Step	Action	Result																												
5.	Click on the Post New Entry to the report below button.	Leave is posted to the leave table.																												
 <p>The screenshot shows a web interface with a green header bar containing the text "Post a New Entry to the report below." Below this is a table with columns for days of the week (Sun 05/27, Mon 05/28, Tue 05/29, Wed 05/30, Thu 05/31, Fri 06/01) and rows for "EARNINGS CODE AND DESCRIPTION", "VAC / Vacation (Annual) Leave", "HDC / Holiday Credit", and "Totals". The "VAC / Vacation (Annual) Leave" row shows a value of "8" in the Monday column, which is enclosed in a red box. The "HDC / Holiday Credit" row shows a value of "8" in the Monday column. The "Totals" row shows values of 0 for Sun, 8 for Mon, 8 for Tue, 0 for Wed, 0 for Thu, and 0 for Fri.</p> <table border="1" data-bbox="561 459 1179 905"> <thead> <tr> <th>EARNINGS CODE AND DESCRIPTION</th> <th>Sun 05/27</th> <th>Mon 05/28</th> <th>Tue 05/29</th> <th>Wed 05/30</th> <th>Thu 05/31</th> <th>Fri 06/01</th> </tr> </thead> <tbody> <tr> <td>VAC / Vacation (Annual) Leave</td> <td></td> <td>8 08:00am 11:00am 11:30am 04:30pm</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>HDC / Holiday Credit</td> <td></td> <td>8</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>0</td> <td>8</td> <td>8</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>			EARNINGS CODE AND DESCRIPTION	Sun 05/27	Mon 05/28	Tue 05/29	Wed 05/30	Thu 05/31	Fri 06/01	VAC / Vacation (Annual) Leave		8 08:00am 11:00am 11:30am 04:30pm					HDC / Holiday Credit		8					Totals	0	8	8	0	0	0
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Processing (Signing) the Request For Leave

Introduction The Request for Leave will need to be signed by the employee for it to be completed and processed.

How to The following are the steps to completing a Request For Leave.

Step	Action	Result						
1.	Sign the Request For Leave by clicking on the Process Request for Leave button.	The following will automatically occur.						
	<table border="1"> <tbody> <tr> <td>a.</td> <td>The User Name, Date and Time is displayed in the Signed By Employee. The status will change to CBE (Completed by Employee) and the Request For Leave will become disabled.</td> </tr> <tr> <td>b.</td> <td>The Request For Leave is electronically forwarded to the Supervisor for approval. Once approved by the Supervisor, the status will change to ABS (Approved by Supervisor).</td> </tr> <tr> <td>c.</td> <td>Once the Request For Leave is approved by the Supervisor it is automatically forwarded to Human Resources. Once reviewed and posted by Human Resources, the status will change to ABHR (Approved by Human Resources).</td> </tr> </tbody> </table>	a.	The User Name, Date and Time is displayed in the Signed By Employee. The status will change to CBE (Completed by Employee) and the Request For Leave will become disabled.	b.	The Request For Leave is electronically forwarded to the Supervisor for approval. Once approved by the Supervisor, the status will change to ABS (Approved by Supervisor).	c.	Once the Request For Leave is approved by the Supervisor it is automatically forwarded to Human Resources. Once reviewed and posted by Human Resources, the status will change to ABHR (Approved by Human Resources).	
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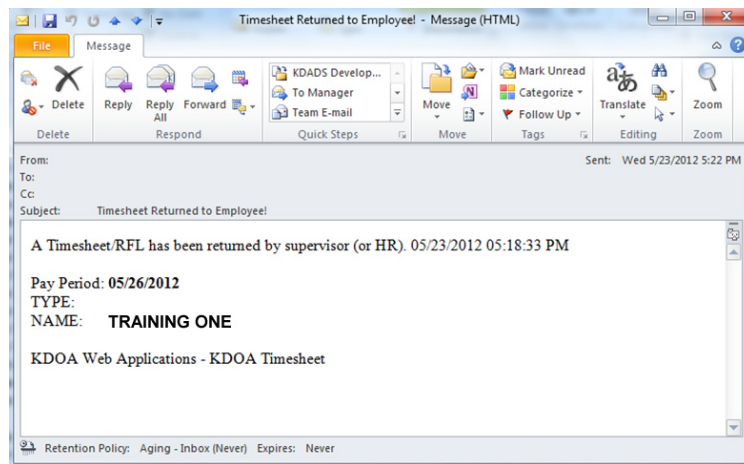


Modifying the Request For Leave

Introduction

Once the Request For Leave is signed by the employee it is automatically forwarded to the supervisor for approval. If the request has to be modified it will need to be sent back to the employee either by the Supervisor or Human Resources. For instructions on returning a Request For Leave back to the employee, see Chapter 4 – Supervisor Instructions.

There is a comment area that can be completed as a note to the employee as to why the Request For Leave is being returned. An e-mail is automatically sent to the employee when the Request For Leave is returned. The e-mail does state the comment if entered.

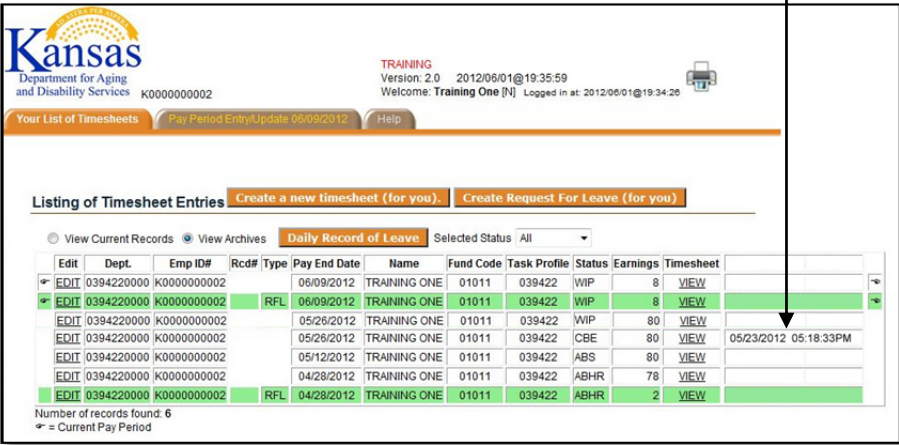
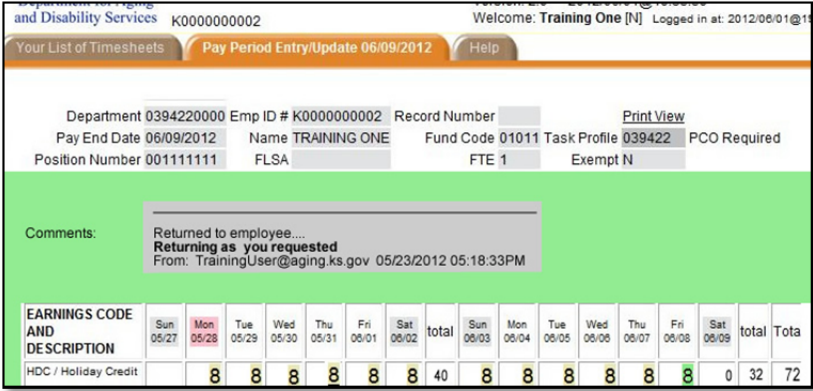


For historical purposes, the original Request For Leave is archived; the modifications are made on a “copy” and resubmitted for approval.

Continued on next page

Modifying the Request For Leave, Continued

How to Once the Request for Leave is received by the employee, changes can be made and resubmitted. To make modifications, follow the steps in the below table.

Step	Action	Result
1.	On the Your List of Timesheets tab, select View Archived radio button.	All line items are displayed. Note that the line items with the date and time in the last column are the archived records.
		
2.	Click on View of the archived record if needed to read the comment of the supervisor or Human Resources.	
		
3.	Click back on the Your List of Timesheets tab, select View on the line item record for modification.	Request for Leave will open.

Continued on next page

Modifying the Request For Leave, Continued

How to (continued)

Step	Action	Result
4.	On the data entry table, click on the leave amount that needs to be modified.	The existing information is loaded into the data entry fields for modification.
5.	Using the “Clock” reselect the hours of the leave as needed.	
6.	Click on the Apply Changes button.	Leave amounts requested is modified.
7.	Process (Sign) the Request	As previously instructed.

Daily Record of Leave

Introduction

By clicking on the Daily Record of Leave button it will display a Fiscal Year calendar view of the type and amount of leave taken.

The screenshot shows a web browser window titled "https://kamisii.aging.state.ks.us - Daily Record of Leave - Microsoft Internet Explorer". The page header includes the Kansas Department on Aging logo and user information: "PRODUCTION Ver 1.4 2008/01/22@20:49:24 Aging State.Ks.US Welcome: Training User [12]N Logged in at: 2008/01/22@19:53:02". Navigation tabs include "Your List of Timesheets", "Pay Period Entry/Update 01/12/2008", and "Help".

The main content area displays the following information:

Employee ID: K000000123 **Training User** Exempt: N Years of Service: 5 Anniversary Dates: 5yr: 07/01/2007 10yr: 07/01/2012 15yr: 07/01/2017

Your FY2008 2-week Leave Period Balances

Your FY2008 2-week Leave Period Balances														Annual Leave			Sick Leave				
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Earn	Used	Begin	Ending	Earn	Used	Begin	Ending
06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30								
07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14								
07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28								
07/29	07/30	07/31	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11								
08/12	08/13	08/14	08/15	08/16	08/17	08/18	08/19	08/20	08/21	08/22	08/23	08/24	08/25								
08/26	08/27	08/28	08/29	08/30	08/31	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08								
09/09	09/10	09/11	09/12	09/13	09/14	09/15	09/16	09/17	09/18	09/19	09/20	09/21	09/22								
09/23	09/24	09/25	09/26	09/27	09/28	09/29	09/30	10/01	10/02	10/03	10/04	10/05	10/06								
10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20								
10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02	11/03								
11/04	11/05	11/06	11/07	11/08	11/09	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17								
11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/01								
12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15								
12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	4.70	4.00	145.50	146.20	3.70	4.00	256.00	255.70
12/30	12/31	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12								
01/13	01/14	01/15	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26								
01/27	01/28	01/29	01/30	01/31	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09								
02/10	02/11	02/12	02/13	02/14	02/15	02/16	02/17	02/18	02/19	02/20	02/21	02/22	02/23								
02/24	02/25	02/26	02/27	02/28	02/29	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08								
03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16	03/17	03/18	03/19	03/20	03/21	03/22								
03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31	04/01	04/02	04/03	04/04	04/05								