



Timesheet Instructions

- 1) In Excel, open the timesheet file
(for the current timesheet go to <http://www.grapevinetechnology.com/consultant-resources/>)
- 2) Find the sheet for the current pay period:

The screenshot shows an Excel spreadsheet titled "timesheet2012rev.xls". The spreadsheet is divided into several sections:

- Client Information (Rows 1-6):**
 - Row 1: CLIENT (C1), CONSULTANT (H1)
 - Row 2: MANAGER'S NAME (C2), CONSULTANT SIGNATURE (H2)
 - Row 3: MANAGER'S SIGNATURE (C3), BILLING PERIOD (H3)
 - Row 4: BILLING PERIOD (H4), END DATE (H5)
 - Row 5: END DATE (H5), 1/13/2012 (H5)
- Company Logo (Rows 7-10):** Grapevine Technology consulting services logo and contact information: (203) 256-8996 Fax (866) 482-6155, email: timesheet@grapevinetechnology.com.
- TIME REPORTING (Rows 8-23):**
 - Row 8: Headers: DATE (MM/DD), DAY, BILLABLE HOURS, OT HOURS, HOLIDAY, VAC / FLOATER, SICK, PERS (PAID), PERS NONPAID, NON-BILLABLE, AMOUNT, CODE.
 - Row 9: 12/31 SAT
 - Row 10: 1/1 SUN
 - Row 11: 1/2 MON
 - Row 12: 1/3 TUE
 - Row 13: 1/4 WED
 - Row 14: 1/5 THU
 - Row 15: 1/6 FRI
 - Row 16: 1/7 SAT
 - Row 17: 1/8 SUN
 - Row 18: 1/9 MON
 - Row 19: 1/10 TUE
 - Row 20: 1/11 WED
 - Row 21: 1/12 THU
 - Row 22: 1/13 FRI
 - Row 23: TOTALS FOR THE PERIOD, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, \$ - TOTAL
- Expense Codes (Row 24):** Expense Codes: T, M

Red arrows and callouts provide instructions:

- Arrow from C1 to C2: "fill in the client's name"
- Arrow from C2 to C3: "fill in your manager's name"
- Arrow from H1 to H2: "enter your name"
- Arrow from H2 to H3: "click on sheet for current week"

VERY IMPORTANT: you must fill in the **Client** and **Manager's Name**. And next to **Consultant**, put your name.

4) Fill in the other columns if necessary:

- OT (overtime) Hours
- HOLIDAY
- VAC / FLOATER
- SICK
- PERS (PAID)
- PERS NONPAID
- NON-BILLABLE
- EXPENSES
- COMMENTS

NOTE: *If your client requests a Purchase Order to be included on your time sheets, please remember to do so and place in the "comments" section.*

5) Once complete, print the sheet and both you and your manager **must** sign.

6) Fax to Grapevine Technology at (866) 482-6155