

ELECTRONIC TIME SHEET INSTRUCTION GUIDE

WELCOME TO DRIVER EXCELLENCE'S ELECTRONIC TIME SHEET -

AN INTERACTIVE VERSION OF OUR STANDARD TIME SHEET THAT WE HOPE WILL MAKE YOUR LIFE MUCH SIMPLER "FROM THE WORD GO"

THIS INSTRUCTION GUIDE SERVES TO EXPLAIN THE USAGE OF THIS INTERACTIVE TIME SHEET AND GUIDE YOU THROUGH THE TIME SHEET COMPLETION PROCESS UNTIL YOU BECOME FAMILIAR WITH IT.

FOR ANY QUERIES, COMMENTS OR SUGGESTIONS, DO NOT HESITATE TO CALL US ON +27 021 531 9343 OR E-MAIL US AT itsupport@driverexcellence.co.za.

OPENING THE ELECTRONIC TIME SHEET

THE "ELECTRONIC TIME SHEET.PDF" FILE CAN BE OPENED WITH ANY VERSION OF ADOBE READER® LATER THAN 5.0.

SIMPLY DOUBLE CLICK ON THE PDF FILE ONCE YOU HAVE SAVED IT TO YOUR COMPUTER.

THE LATEST VERSION OF ADOBE READER® CAN BE DOWNLOADED AT [HTTP://GET.ADOBE.COM/READER/](http://get.adobe.com/reader/)

FIRST TIME USE

IF THIS IS THE FIRST TIME YOU OPEN A PDF DOCUMENT WITH INTERACTIVE FORM FIELDS, YOU MAY RECEIVE A MESSAGE TITLED "SENDING DATA FILES BY EMAIL".

THIS IS SIMPLY A MESSAGE INFORMING YOU OF OUR "SUBMIT BY EMAIL" BUTTON.

TO TURN OFF THIS MESSAGE IN THE FUTURE, SIMPLY CLICK ON THE "DON'T SHOW AGAIN" CHECKBOX AND THEN CLICK "CLOSE".

ENTERING DATA

TO ENTER DATA IN ANY OF THE AREAS, CLICK IN THE DATA AREA PROVIDED AND TYPE IN THE CORRECT INFORMATION.

TO NAVIGATE BETWEEN ANY OF THE DATA AREAS, CLICK IN THE DATA AREA AS ABOVE OR ALTERNATIVELY PRESS THE "TAB" BUTTON ON THE KEYBOARD TO SWITCH BETWEEN AREAS.

SELECTING A JOB TYPE/CODE

TO SELECT A JOB TYPE/CODE, CLICK ON THE DOWN-FACING ARROW AND SELECT THE CORRECT JOB TYPE/CODE FROM THE LIST.

ENTERING TIME VALUES

TIME VALUES WORK SLIGHTLY DIFFERENTLY FROM NUMERIC VALUES AND AS SUCH, ALL TIMES ENTERED MUST CONFORM TO THE CORRECT FORMAT.

TO ENTER A TIME, THE HOUR MUST BE TYPED, FOLLOWED BY A SEMI-COLON (;) AND THEN THE MINUTE VALUE. TIME VALUES ARE IN 24-HOUR FORMAT (8 O'CLOCK IN THE EVENING IS WRITTEN AS 20:00).

MINUTE VALUES MUST HOWEVER BE WRITTEN WITH TWO DIGITS SUCH AS 14:03 OR 14:30.
THE TIME DISPLAYED IS WRITTEN AS HH:MM:SS.

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CALCULATING TIMES

ONCE YOU HAVE ENTERED ALL TIME DATA, YOU CAN CALCULATE TIMES AUTOMATICALLY WITH ONE CLICK.

TO CALCULATE THE TIMES WORKED, SIMPLY CLICK ON THE "CALCULATE TIMES" LINK IN THE LOWER RIGHT-HAND CORNER OF THE TIME SHEET.

THE TOTAL NORMAL, OVER AND DOUBLE TIME HOURS WILL THEN BE CALCULATED.

PLEASE NOTE THAT BY LAW A WORKER CANNOT BE PAID LESS THAN 6 HOURS A DAY AND AS SUCH A MINIMUM OF 6 HOURS PER DAY IS CALCULATED. FURTHERMORE, ANYTHING OVER 9 HOURS PER DAY (MONDAY TO FRIDAY) IS CONSIDERED AS OVERTIME. SATURDAYS ARE CONSIDERED OVERTIME (TIME + 1/2). SUNDAYS AND PUBLIC HOLIDAYS ARE CONSIDERED DOUBLE TIME.

COMPLETED BY...

THE "COMPLETED BY" FIELD SHOULD INCLUDE THE NAME OF THE PERSON COMPLETING THE TIME SHEET, WHICH BENEFITS US AND YOU BY ENSURING THAT ENQUIRIES ARE DIRECTED TOWARDS THE CORRECT PERSON.

DATE

THE DATE ON THE TIME SHEET IS AUTOMATICALLY MATCHED TO YOUR SYSTEM, REQUIRING LESS INPUT FROM YOU. IF THIS DATE IS INCORRECT, WE SUGGEST CHANGING YOUR SYSTEM TO THE CORRECT DATE AND TIME.

PRINTING

IN ORDER TO PRINT THE ELECTRONIC TIME SHEET FOR A HARD COPY, CLICK ON THE "PRINT FORM" LINK IN THE TOP LEFT-HAND CORNER OF THE TIME SHEET.

A WINDOW WILL THEN APPEAR WITH WHICH YOU CAN SELECT ANY INSTALLED PRINTER, AS WELL AS CHANGE ANY OTHER PRINTING OPTIONS.

SUBMITTING BY EMAIL

TO EMAIL THE COMPLETED TIME SHEET TO US AT DRIVER EXCELLENCE, CLICK ON THE "SUBMIT BY EMAIL" LINK. THIS LINK CAN BE FOUND NEXT TO THE "PRINT FORM" LINK.

ONCE CLICKED, A WINDOW WILL APPEAR ALLOWING YOU TO SEND THE TIME SHEET VIA A "DESKTOP EMAIL APPLICATION", "INTERNET EMAIL" OR ANOTHER FORM OF EMAIL, CHOSEN BY SELECTING "OTHER".

CHOOSE THE CORRECT OPTION AND CLICK "OK".

IF YOU CHOSE "DESKTOP EMAIL APPLICATION", YOUR DEFAULT EMAIL APPLICATION SUCH AS OUTLOOK, MOZILLA THUNDERBIRD OR OUTLOOK EXPRESS SHOULD OPEN. ALL INFORMATION WILL ALREADY BE ADDED TO THE EMAIL AND ALL YOU NEED TO DO IS CLICK ON "SEND".

IF YOU CHOSE "INTERNET EMAIL", A BOX WILL APPEAR WITH THE INSTRUCTIONS OF HOW TO FORWARD IT TO US AT DRIVER EXCELLENCE USING YOUR CHOICE OF INTERNET MAIL.

IN THE EVENT OF CHOOSING "OTHER", A BOX WITH THE SAME DETAILS AS "INTERNET EMAIL" WILL APPEAR, AS WELL AS THE SAME INSTRUCTIONS OF HOW TO FORWARD IT TO US AT DRIVER EXCELLENCE.