

SIP  
MEMO

10/13/08

*Directions for Completing Time Sheets and  
In District Professional Leave Requests*



**to:** All Staff Members  
**from:** Stan Gordon and Alan King  
**subject:** Directions for Completing Time Sheets and In District Professional Leave Requests  
**date:** October 13, 2008

First you must go here <http://farmerdell/LOGIN/timesheet/> and click the register button (Right now this website is only accessible from inside the school district, there are plans to allow access externally)

Second enter all the requested information (matches your paycheck, spelling of name, employee number). The birthday is entered MM/DD/YY. The email must be a KCKPS.ORG address. And the password must be at least 6 characters. (Registering is only required once, skip this step the next time you enter time sheets)

Third login using the username/password you have just created. Click Login and then Continue to Application buttons. Sometimes pop-up blockers are installed on the computer, try holding the Ctrl key down while pushing the Continue to Application button.

Fourth choose the time sheet period - Month (list box) Year and Pay Period (radio button) and click the Go button beside the time sheet you will be entering. (If the time sheet doesn't exist, contact the principal or budget manager)

**ONCE AT THE TIME SHEET SCREEN**

The time sheet is pre-filled with the weekdays of the time sheet period. On the days with activity fill the row completely. The Left most column A/D means A or Add and D for Delete. Click the Save button. You can either click the Turn In button or Logoff and return later to complete this time sheet.

Here are 3 videos or "how to register", "how to enter professional leave" and "how to enter a time sheet".

<http://farmerdell/seds/help.htm>

If there are any problems call the helpdesk at 2330

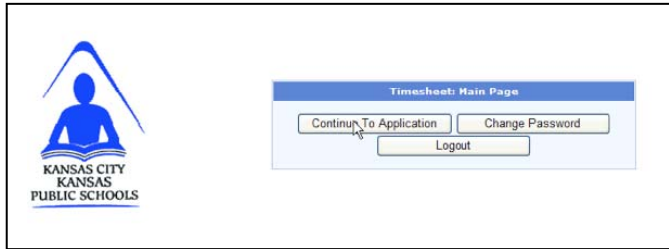
See attached pages for directions with screen shots.



## Directions for Submitting Requests for In District Professional Leave

Go to <http://farmerdell/LOGIN/timesheet/> and enter your login and password.

Select "Continue to Application".



Select the month and which period of the month the leave will occur

Click on **Go** for PRO LEAVE – IN DISTRICT ONLY.

In the **Time** column enter:

**D** if it is for all day,  
**M** if it is for morning only,  
**A** if it is for afternoon only.

In the **Activity** column, enter the activity for which the leave is occurring.

| A/D | DAY | DATE     | TIME | ACTIVITY      | Days |
|-----|-----|----------|------|---------------|------|
| A   | Thu | 10/16/08 |      |               | 0    |
| A   | Fri | 10/17/08 |      |               | 0    |
| A   | Mon | 10/20/08 |      |               | 0    |
| A   | Tue | 10/21/08 | D    | ESL TRAINING  | 0    |
| A   | Wed | 10/22/08 | M    | READING FIRST | 0    |
| A   | Thu | 10/23/08 | A    | READING FIRST | 0    |
| A   | Fri | 10/24/08 |      |               | 0    |
| A   | Mon | 10/27/08 |      |               | 0    |
| A   | Tue | 10/28/08 |      |               | 0    |
| A   | Wed | 10/29/08 |      |               | 0    |
| A   | Thu | 10/30/08 |      |               | 0    |
| A   | Fri | 10/31/08 |      |               | 0    |

Click on **Save**.

