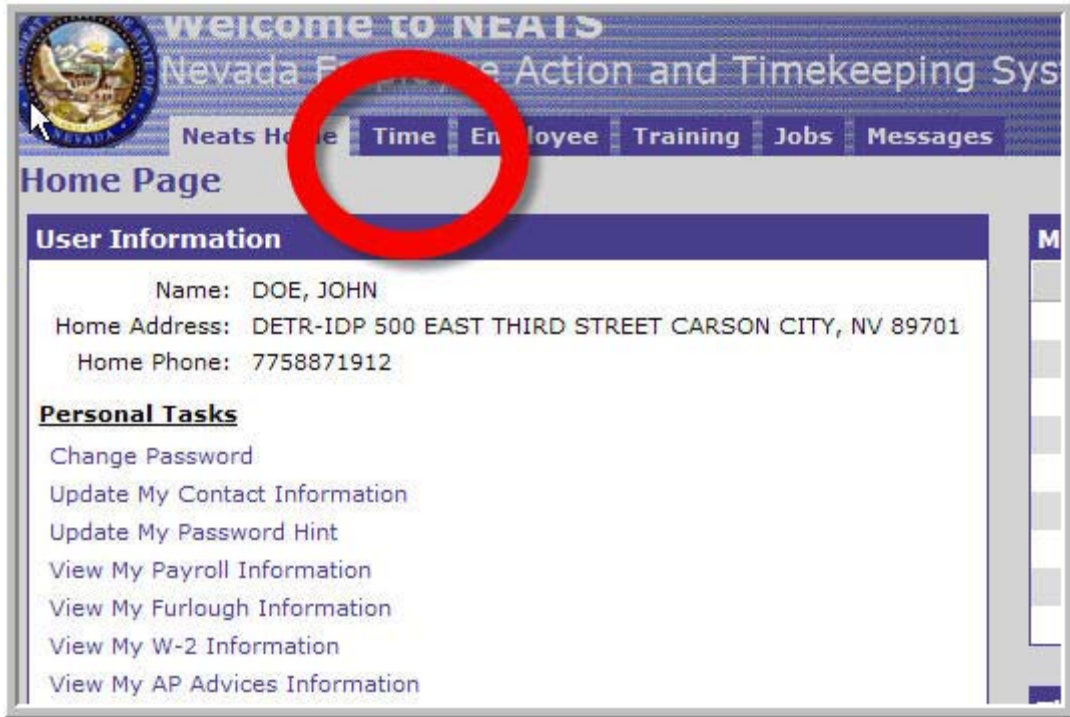


How to create a new, blank timesheet from scratch

- Login to NEATS and click **Time** on the Time Tab



- Click the Chevron >> icon...

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Neats Home | Time | Employee | Training | Jobs | Messages

Timesheet View

Pay Period: CENTRAL PP18 (2/7/11 - 2/20/11)
Employee Name: DOE, JOHN []
Agency/Org: 908/ 3274

Work Schedule

Standard Shift: 8:00 am - 5:00 pm : Regular Shift

| Regular Days Off: | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Work Cycle |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|------------|
| Week 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SV |
| Week 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SV |

Save | Validate | Submit | Copy... | Print.. | Cancel

| Line | Activity | Project/Job | Req# | Event | Rsn | Mon | Tue | W |
|------|----------|-------------|------|-------|-----|-------|-------|-------|
| | | | | | | 02/07 | 02/08 | 02/09 |

- Click **Enter a new Timesheet**

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Neats Home | Time | Employee | Training | Jobs | Messages

Time Task Bars

Personal Tasks

- List My Timesheets
- Enter a new Timesheet**
- List Employee Timesheet Preferences
- List My Leave Requests
- Request Leave
- List My OT Requests
- Request Overtime

Supervisor Tasks

- List Missing/Incomplete/Reject Timesheets
- List Timesheets Pending Approval
- List All Timesheets

Timesheet View

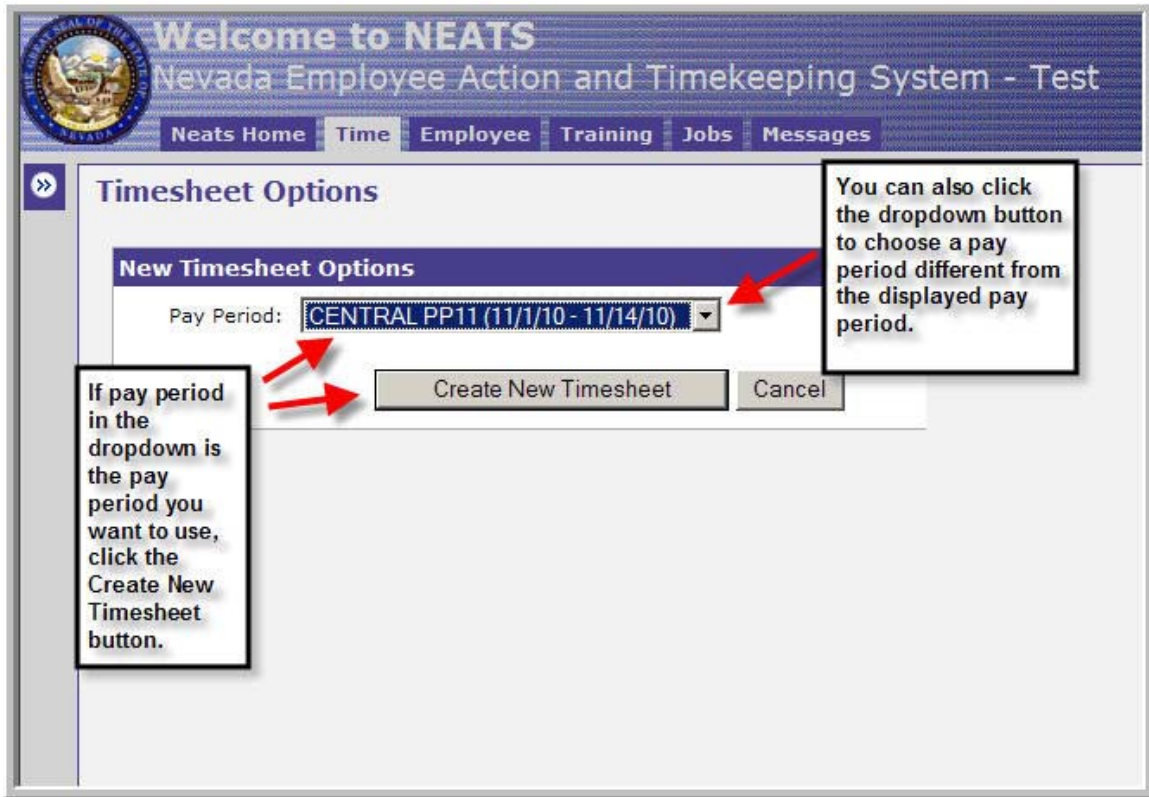
Pay Period: CEN
Employee Name: DOB
Agency/Org: 908

Work Schedule

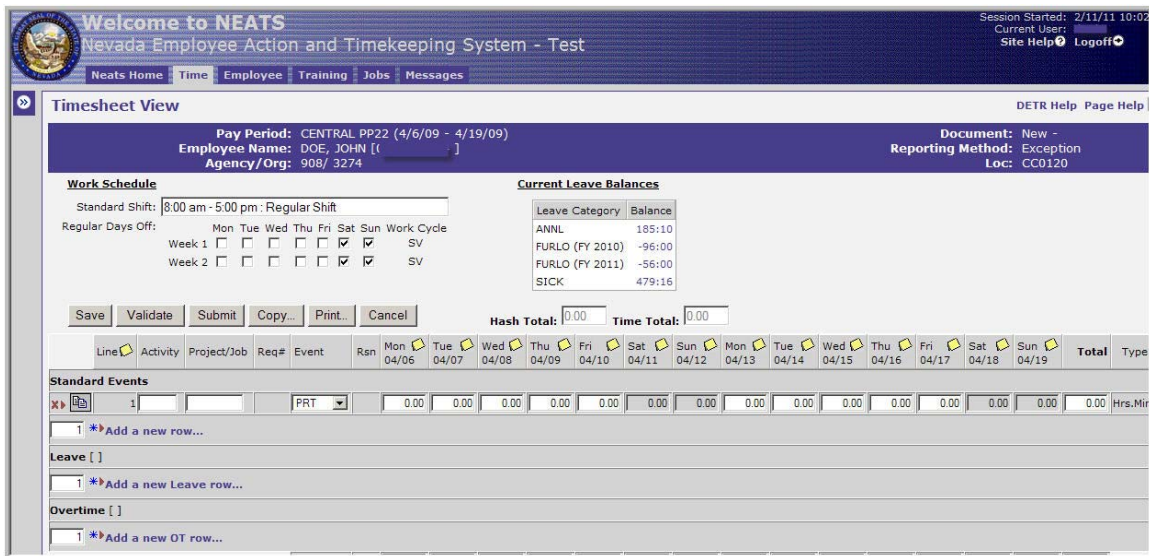
Standard Shift: 8:00 am - 5:00 pm

| Regular Days Off: | Mon | Tue | W |
|-------------------|--------------------------|--------------------------|--------------------------|
| Week 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Week 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Choose a pay period for the new timesheet



After clicking the Create New Timesheet button, a new, blank timesheet is created for the chosen pay period.



Enter your time—and don't forget to Save so you don't lose your work.

