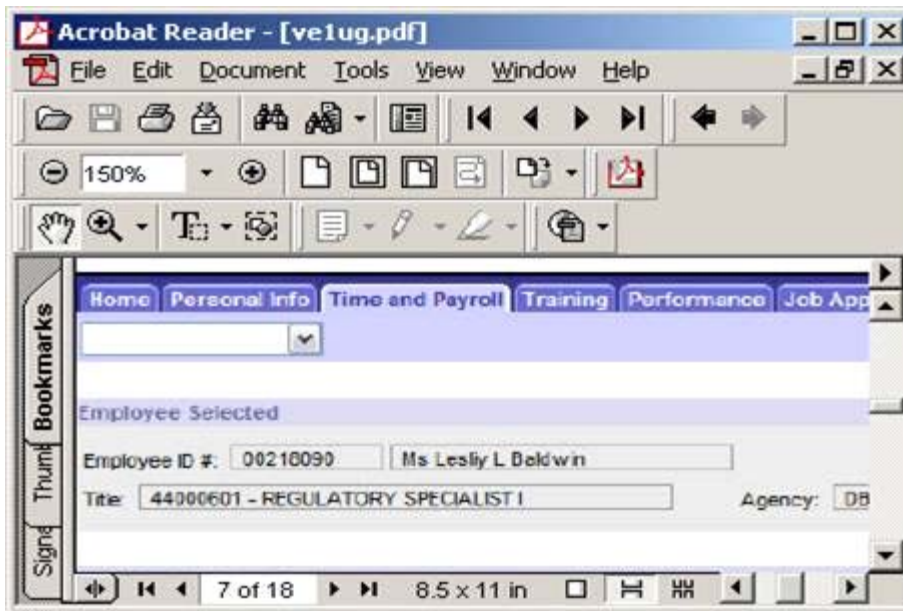


INSTRUCTIONS

- 1) Remember to record your SSN in the space provided in Cell AH2 without dashes, sample 999999999.
- 2) Remember to record your position number, which can be found in People First preceding your job title. The last 5 characters should be input in Cell P2. The 750 is already there for you. Example: from the screen displayed below you would select 00601 for input.
- 3) Remember to record your People First Employee Id, in the space provided in Cell O4. Example: from the screen displayed below you would select 218090.



- 4) Please remember to record your Org Code, which can be found using the following instructions, in the space provided in Cell U2.
 - a) From your People First home page, under Quick Links, just below your name, choose Review My Information and click it.
 - b) Under Employee Information select the drop down menu under Work Information.
 - c) Choose Organization Work Assignment and click it.
 - d) On the topmost record of the overview you will find your Org Code. This is an 11 character field. Since the 75 is already there for you, this means you will input the remaining 9 characters in Cell U2.
- 5) Remember to select the correct period from the drop down box in Cell AI2.
- 6) Please carefully fill in the Project / Activity using the following format. Sample RDR04 , UC0014 would be the input when selecting the first line on the table displayed below.
 - a) Select the appropriate Project (codes) from People First which matches the tasks you perform. Use only the first 5 characters from the Project; do not use any info from the Project Text.

- b) If you do not use Activity codes; leave the remainder of the space blank. If you do use Activity codes, after the Project leave one space, add a comma (,) then leave another space.
- c) Next fill in the Activity (code) from People First which matches the tasks performed. Use all 6 characters. Do not use any info from the Activity text.

PROJECT	ACTIVITY	SUBACTIVITY	PROJECT TEXT	ACTIVITY TEXT
RDR04 UNEMP000	UC0014		CHILD SUPPORT	WEEKS CLAIMED
RDR04 UNEMP000	UC0005		CHILD SUPPORT	LOWER AUTHORITY APPEALS
RDR04 UNEMP000	UC0002		CHILD SUPPORT	HIGHER AUTHORITY APPEALS
DA545 UNEMP000	UC0014		HURRICANE FRANCES DUA	WEEKS CLAIMED
DA545 UNEMP000	UC0011		HURRICANE FRANCES DUA	UC PROGRAM SUPPORT
DA545 UNEMP000	UC0007		HURRICANE FRANCES DUA	NON-MONETARY DETERMINATION
DA545 UNEMP000	UC0005		HURRICANE FRANCES DUA	LOWER AUTHORITY APPEALS
DA545 UNEMP000	UC0003		HURRICANE FRANCES DUA	INITIAL CLAIMS
DA545 UNEMP000	UC0001		HURRICANE FRANCES DUA	BENEFIT PMT CONTRL ACTIVITIES
DA551 UNEMP000	UC0005		HURRICANE IVAN DUA	LOWER AUTHORITY APPEALS

- 7) Please record your hours worked and leave taken. Do not worry about Attendance Type codes.
- 8) Once you have recorded your time, forward an electronic copy to your supervisor through email.
- 9) **Supervisor Actions Required:** your supervisor will need to certify that your time worked and leave taken are accurately recorded.

Supervisors, you will also need to please forward a copy of the associate's time sheet to the email address AWI Manual Timesheets.

1. All future timesheets will be **due by close of business on the third workday of the month** in the email box listed below, for April 2008 this date will be May 5. AWIMANUALTIMESHEETS2@FLAAWI.COM
2. This action indicates that you certify that the spreadsheet attached accurately reflects the time worked and leave taken by the associate whose identifying information is on the worksheet.
3. The supervisor should also include a message similar to the following, "By forwarding this document to the AWI Manual Timesheets mailbox I certify I have reviewed the attached file and that the time recorded on the worksheet accurately reflects the type of work the associate performed and the type of leave used by the associate."