

**TIME INVOICE E-MAILING PROCEDURES**

**On a PC: (WORD 2003)**

1. Log into the Sandia time system and view your time invoice for the correct week ending date.
2. Copy your time invoice to the cut and paste buffer (Alt-Print Screen while the Time Invoice window is active).
3. Open a new Word Document. \*\*\*You may or may not need to do "a-d."\*\*\*
  - a. From the File menu, choose Page Setup.
  - b. In the resulting dialog box, select the Paper Size.
  - c. In the Orientation section, select the Landscape option.
  - d. Press OK (Enter).
4. While the Sandia Timecard screen is the active window press the 'Print Screen' key to capture the screen (This will copy the screen in a picture format)
  - a. Paste your Time Invoice into the Word document (Ctrl-V or go to Edit – Paste)
5. Click anywhere on the resulting picture of your Time Invoice. You will see some little squares, one on each corner and one in the center of each side.
6. Grab a corner square by clicking and holding the left mouse button while the cursor is over the square you want to grab.
7. Stretch the picture by dragging the square until it is the size you want. Use up as much of the page as you can.
8. To establish a Security Password:
  - a. In the Menu bar at the top, select and click "Tools"
  - b. Select and click "Options"
  - c. Click on the "Security" Tab
  - d. Enter the AppleOne provided security password to the right of "Password to Open" and click "Ok"
  - e. Verify AppleOne password
8. Save the document.
9. Attach this Word file to your e-mail.
  - a. In Outlook, go to File, New, Mail Message
  - b. Address to [SandiaTimeCards@AppleOne.com](mailto:SandiaTimeCards@AppleOne.com) (CTL+click this link)
  - c. Place your cursor in the body of the message
    - i. Go to Insert, File
    - ii. Access the folder where you saved your time invoice
    - iii. Click on the appropriate file and hit Insert
  - d. **Password protect this Word document with designated password: (AppleOne Representative will provide password)**
    - i. Go to "Tools," click on "Protect Document," choose "Forms" and click "OK"
10. Send weekly by Monday at 10:30am.

**On a Mac:**

1. In Netscape from the "Printable Invoice" Web Page, select <File>, <Save as>.
2. Set the "Format" to source.
3. Save the file to wherever you want with whatever name you wish; this is a temporary file.
4. Open Word.
5. Select <File>, <Open> and open the file you just saved.
6. Select <File>, <Save as Word Document> and save the Word document to wherever you want with whatever name you wish.
  - e. **Password protect this Word document with designated password: (AppleOne Representative will provide password)**
    - i. Go to "Message" – Select "Security" and Choose "Encrypt Message"
7. Attach this Word file to your e-mail.
  - a. Send to [SandiaTimeCards@AppleOne.com](mailto:SandiaTimeCards@AppleOne.com) (CTL+click this link)
8. Send weekly by Monday at 10:30am.

**INSTRUCTIONS FOR ENTERING HOLIDAY HOURS**

**ALL 40 HOUR EMPLOYEES:**

For the employees on normal schedule you should put 4 hours Holiday time on the Friday first half. Next week start your time invoice with 4 hours of Holiday for the Friday second half.

For the employees that are on the 9/80 schedule and DO NOT have this Friday off you should put 4 hours Holiday time on the Friday first half. Next week start your time invoice with 4 hours of Holiday for the Friday second half.

For the employees that are on the 9/80 schedule and DO HAVE this Friday off you should take Thursday off as your 9/80 day off (unless you have already been approved to take Monday). On your time invoice put 8 hours Holiday and 1 hour VAC on Thursday. Leave Friday blank as you normally have.

**EMPLOYEES THAT WORK LESS THAN 40 HOURS ON A NORMAL BASIS:**

Holiday hours are prorated based on the number of hours you on your timesheet in the prior week. The formula is the # of hours divided by 40 X 8 holiday hours. If you did not have any hours on your timesheet for prior week ending then you are not eligible for holiday pay per the Service Contract Act. For example, if your WE 06/27/08 timesheet had 26 hours. (26/40) x 8 = 5.2 holiday hours.