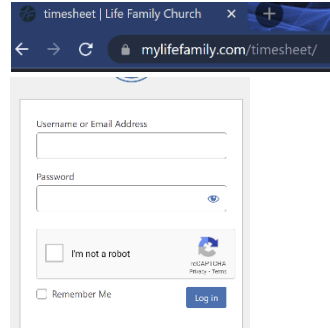


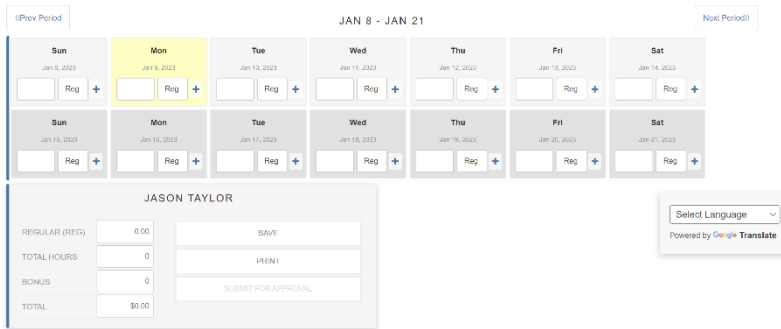
Life Family Church Time Sheet – How To

1. Goto <https://mylifefamily.com/timesheet>



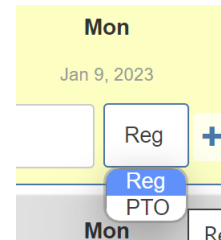
2. Log in with your User and Password
 a. Verify you are not a robot

3. You will then see your Timesheet that will look something like this:



4. Adding Hours...

a. For your day, you can select REGular hours (default) or click the box to open the dropdown for PTO Hours

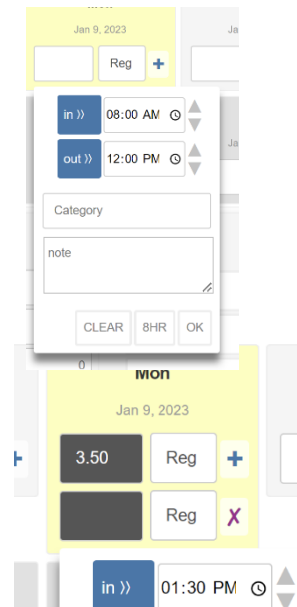


b. Clicking in the blank box for each day will open the window to add start and end times.

Click on OK once done

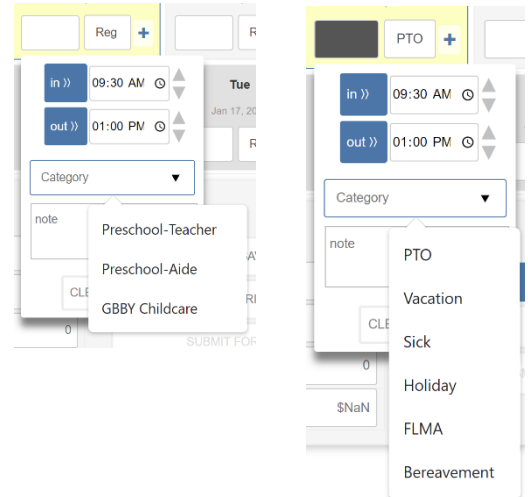
****If you took a lunch break or had to step out your out time would be when you went on break.**

you can then click the + button to add a second check in/out time for after your break then click on OK again



5. Regular Hours worked do not need to specify a category
Unless your position requires it for billing purposes
(Preschool, Childcare, Etc)

6. PTO hours entered MUST have a category selected



7. You can save the data entered by selecting SAVE

- a. You can save as you go
each day or each week,

8. Once the full 2 week timecard is filled out you can
SUBMIT FOR APPROVAL

- a. You cannot Submit until 3 days before the
end of the time period.
- b. You can enter your data anytime during the
time period.

