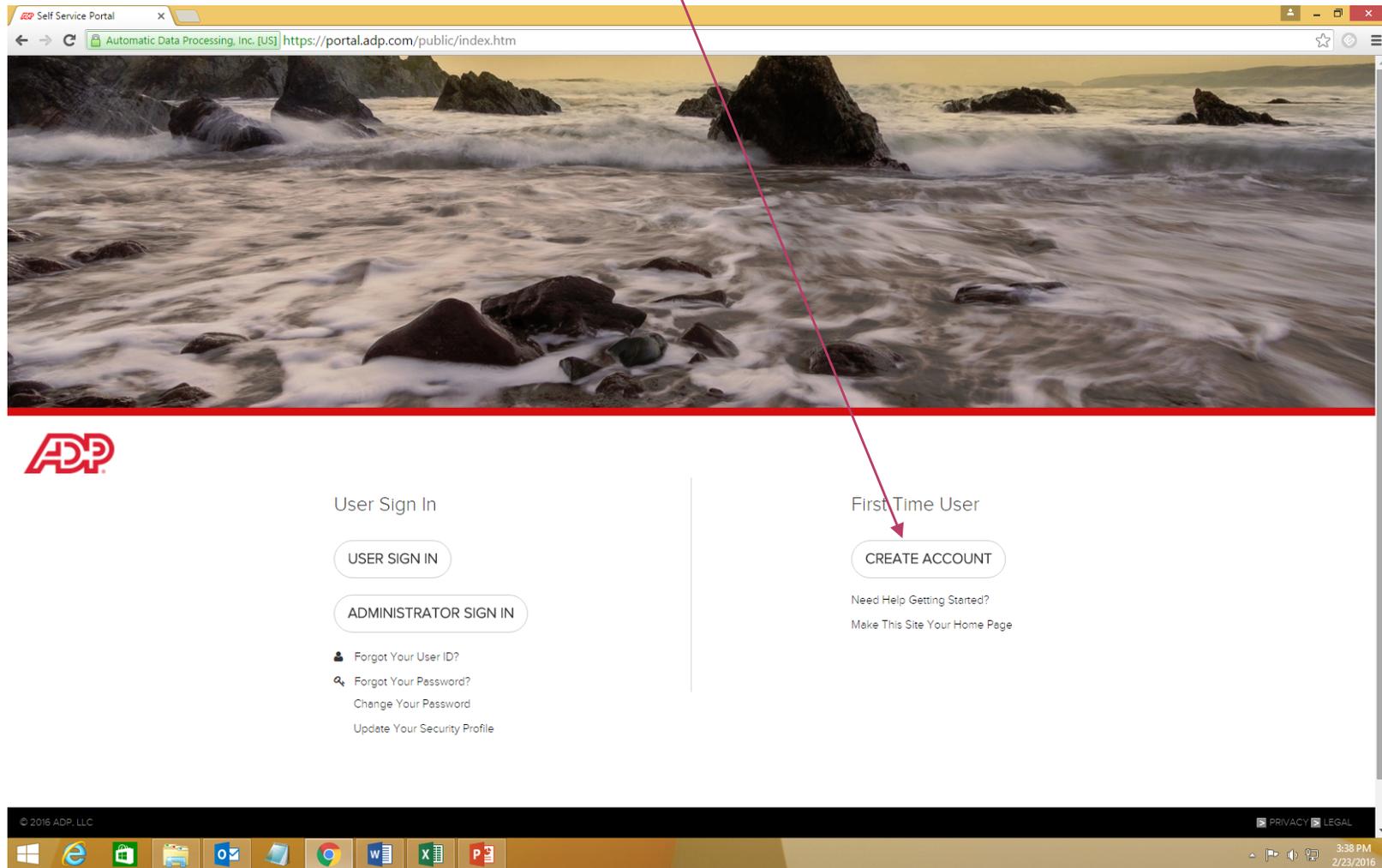


Welcome to UCorp's ADP Timecard Training Guide

- ▶ We have created a step-by-step model that will assist you in using the ADP Workforce Now Portal with which to review, edit and approve your employee(s) timecard(s).
- ▶ If you already have registered you may skip to page 8 and sign in.

Login to portal.adp.com – Click Create Account



Registration Code: SFSU-1



The screenshot shows a web browser window with the ADP logo and the URL <https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtnURL=https://portal.adp.com/>. Below the logo, the text reads "Before you register, help us find you in our records." A red arrow points from the "Registration Code: SFSU-1" text above to the "Registration code*" input field. The input field is empty, and a "Go" button is located to its right. Below the input field, there is a link that says "What is this?".

Enter Information Requested

The screenshot shows a web browser window with the ADP logo and a registration form. The browser's address bar shows the URL: <https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtnURL=https://portal.adp.com/>. The form includes the following fields and elements:

- Registration code***: A text box containing "SFSU-1" and a "Start over" button.
- What is this?**: A dropdown menu showing "SFSU Foundation".
- First name***: A text box.
- Last name***: A text box.
- Last 4 Digits of SSN, EIN, or ITIN***: A text box.
- Type it again***: A text box for re-verification.
- Birth month and day***: Two dropdown menus showing "February" and "23".
- Confirm**: A button at the bottom of the form.

At the bottom of the browser window, there is a taskbar with icons for Windows, Internet Explorer, Microsoft Store, File Explorer, Outlook, Chrome, Word, Excel, and PowerPoint. The system tray shows the time as 3:41 PM on 2/23/2016. Copyright information at the bottom right reads: "Copyright © 2000-2015, ADP, LLC. ALL RIGHTS RESERVED."

We Found You – click “Register Now”

The screenshot shows a web browser window with the ADP logo and the URL <https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtnURL=https://portal.adp.com/>. The page content includes:

- ADP logo
- Text: "Before you register, help us find you in our records."
- Registration code field: "SFSU-1" with a "Start over" button.
- Text: "What is this?" with "SFSU Foundation" below it.
- Form fields: "First name*" (Test), "Last name*" (Employees), "Last 4 Digits of SSN, EIN, or ITIN*" (four dots), "Type it again*" (four dots), and "Birth month and day*" (January / 01).
- "Confirm" button.

A dialog box titled "We found you!" is overlaid on the right side of the page. It contains the following text:

We have found Test Employees in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance.

The dialog box has "Cancel" and "Register now" buttons. A red arrow points from the main heading to the "Register now" button in the dialog box.

Verification Questions

ADP

Register for ADP Services Test Employees

Enter your contact information How will this be used by ADP?

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address* Work Personal

Mobile phone number Country code Work Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*

Password (case sensitive)* [Password Strength:](#)

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*

In case you forget your user ID or password

Use answers to your security questions that you can easily remember later.

Question 1*

Your answer (not case-sensitive)*

Question 2*

Privacy Legal

Copyright © 2000-2015, ADP, LLC. ALL RIGHTS RESERVED. 3:48 PM 2/23/2016

Validate Email – Click ADP Portal

The screenshot shows a web browser window with the URL <https://netsecure.adp.com/pages/sms/ess/pub/ssr/confirmationTheme.faces>. The ADP logo is at the top left. The main heading reads "Your registration for ADP services is complete!".

Things to do for your account

- ➔ **Activate your email** [What is this?](#)

ADP has sent you a confirmation message to anxman646@gmail.com.

Respond to this message within 24 hours so we can activate your email address.

Did not receive a confirmation message? [

Contact your organization's administrator for assistance.](#)

Account Details:

- ✓ Your user ID: TEmployees@SFSU
- ✓ Your available ADP services:
 - [ADP Portal](#)

Other services from ADP

ADP® Mobile Solutions
All of the conveniences of your office. Anytime. Anywhere.
Call For More Information: 1-800-CALL-ADP (225-5237)

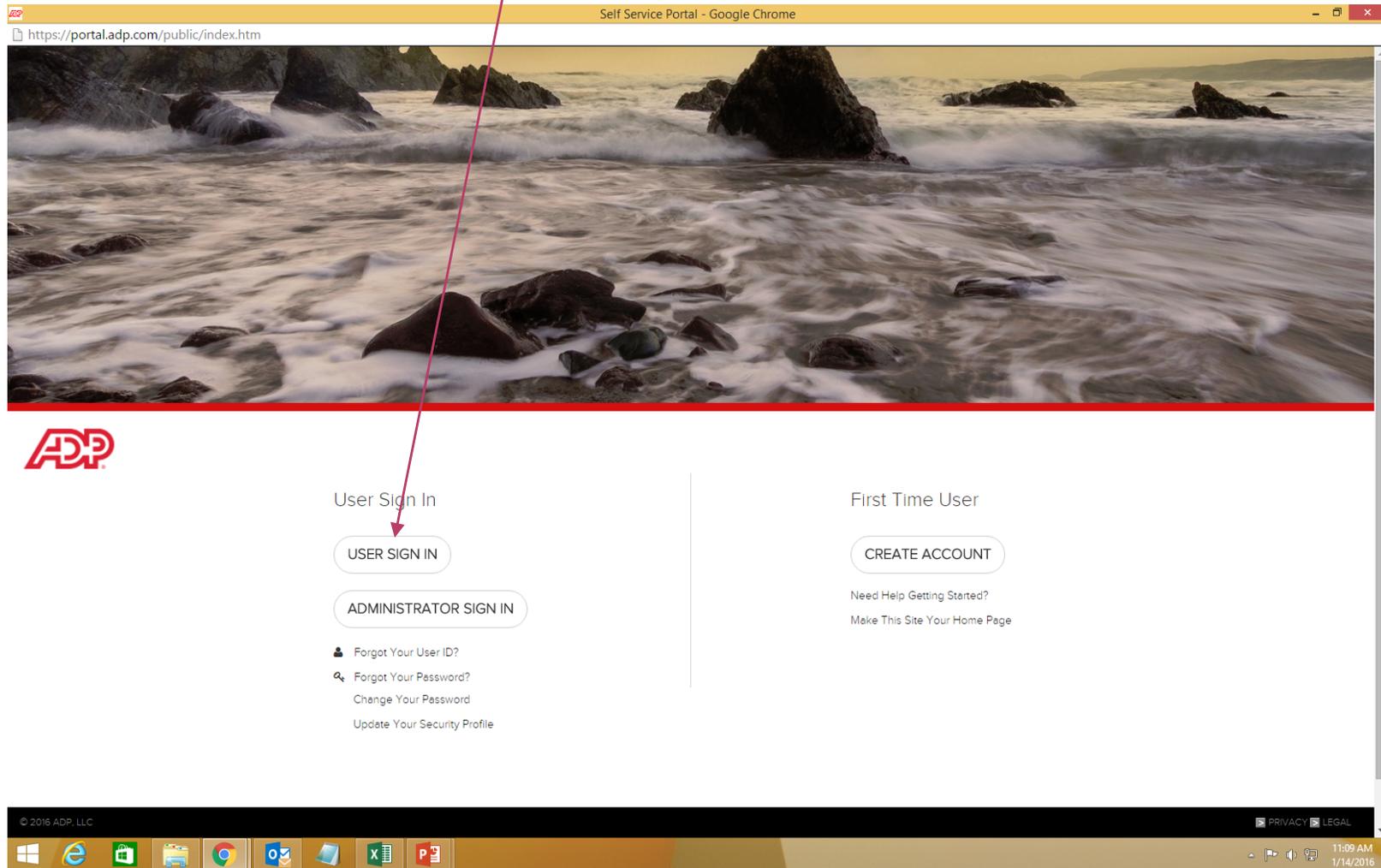
Download the free app or log in from your mobile browser:

- Available on the App Store
- ANDROID APP ON Google play
- mobile.adp.com

To learn more, visit ADP.com.
ADP Mobile Solutions is available to eligible clients and their employees. To find out if you're eligible, ask your employer or call us at 1-800-CALL-ADP. Employees must have one of the following mobile devices: iPhone® (3G, 3GS, 4, 4s, 5, 5c, and 5s), iPad®, iPod touch® (iOS 4.x or higher); Android™ OS (v2.0 or higher); or BlackBerry™ (v4.6.1 or higher). Note: Feature availability may vary based on your employer. The ADP logo and ADP are registered trademarks of ADP, LLC. iPhone, iPad and touch are registered trademarks of Apple, Inc. All other trademarks and service marks are the property of their respective owners.
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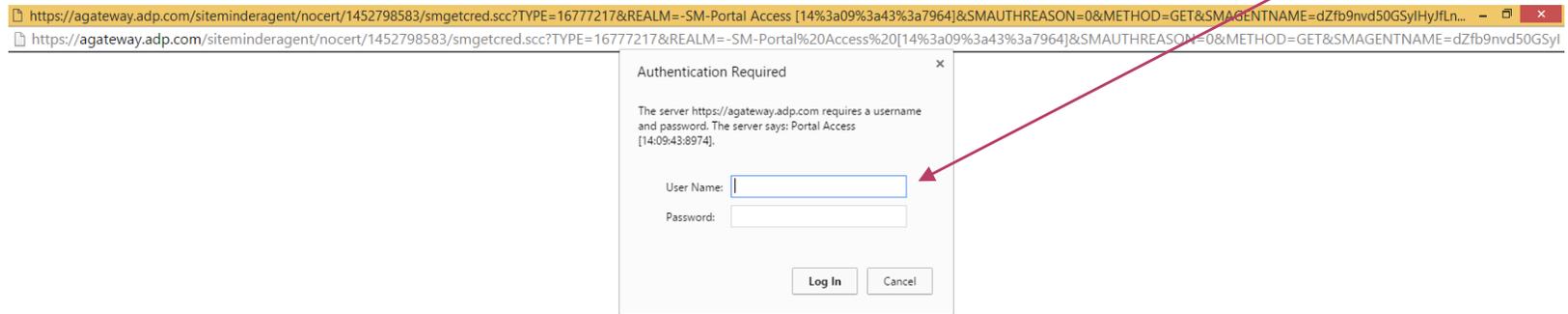


Click USER SIGN IN



The screenshot shows a web browser window titled "Self Service Portal - Google Chrome" with the URL "https://portal.adp.com/public/index.htm". The page features a large background image of a rocky coastline with waves. Below the image is the ADP logo. The main content area is divided into two columns. The left column is titled "User Sign In" and contains a red arrow pointing to a button labeled "USER SIGN IN". Below this button are other options: "ADMINISTRATOR SIGN IN", "Forgot Your User ID?", "Forgot Your Password?", "Change Your Password", and "Update Your Security Profile". The right column is titled "First Time User" and contains a button labeled "CREATE ACCOUNT". Below this button are links for "Need Help Getting Started?" and "Make This Site Your Home Page". The footer of the page includes "© 2016 ADP, LLC", "PRIVACY", "LEGAL", and the date "11:09 AM 1/14/2016".

Enter User Name / Password



Click Time & Attendance then Timecards

The screenshot displays the ADP Portal Integration interface. At the top, the browser address bar shows the URL: https://portal.adp.com/wps/myportal/sitemap/Manager/Home/Welcome!/ut/p/a1/04_Sj9CPyKssy6xPLMnMz0vMAfGjzOltDc2MPCzcDbwt3JzMDBw9LE2NXRw9jly9zIEKInErMDAwIU6_AQ7gaEBif0FuaCgAMnYgOw!/d. The page title is "Welcome, Test Employee".

The navigation menu includes "Manager", "Home", "Time & Attendance", and "Reports". The "Time & Attendance" menu is expanded, showing "Home", "Timecards", "Schedules", and "My Employees". A red arrow points to the "Timecards" option.

The main content area is divided into several sections:

- Welcome:** A section with a "TATEMENT" (likely a typo for "Statement") and a paragraph about the University Corporation, San Francisco State University.
- Spotlight:** A section titled "Employee of the Month" for Anthony Albright, with a "Sample Content" placeholder.
- Message Center at a Glance:** A section titled "Timecard Due Dates" listing dates and events: "January 18, 2016: MLK Holiday", "January 19, 2016: Timecards due completed and approved", "January 20, 2016: Supervisor approval by noon", and "January 25, 2016: Payday".
- Features:** A section with links to "Employee Handbook" and "2015 Payday / Holiday Calendar".
- Events:** A section titled "Adding Content - Add upcoming events, such as tradeshow dates and company-sponsored events." with a list of events: "May 10, New York Tradeshow", "March 4, Blood Drive", and "July 22, Company Picnic".

On the right side, there is a "HOME" banner and a sidebar with various utility buttons: Health, Weather, Yellow Pages, Maps, Trends, Money, News, and Search. Below these is a "Sample Content" placeholder.

At the bottom of the page, there is a footer with "©2016 ADP, LLC" and "Privacy | Legal". The Windows taskbar at the very bottom shows the system tray with the date and time: "11:13 AM 1/14/2016".

Click Timecard Manager

Portal Integration x
https://portal.adp.com/wps/myportal/sitemap/Manager/TimeAttendance/Timecards/.../a1_04_Sj9CPykssy0xPLMnMz0vMAfGjz0ItDc2MPCzcDbwtAo1NDRw9LE2Nzf3CjJ29zIEKInErMDAwIU6_AQ7galBPf7CzAQH7z

Welcome, Mark Angstman
Support Company Directory | Log Off
Search Company Directory

Manager Home Time & Attendance Reports

Timecards

Group Labor [Options](#) [Help](#) [Training](#) [Product Suggestions](#)

Filter: Default Filter

[Timecard Manager](#) [Quick Charge](#) [Time Off Requests](#)

Group Labor

Date: Today

Status	Name	Time	Out Type	Hours	Project	Earnings Code	Approved
⊘	Carbajal, Natividad (SIW203423)	Thu 01/14 09:42 AM-		0.00	0FN228		
⊘	DeLa Torre, Chris (SIW203424)	Thu 01/14 08:30 AM-		0.00	0FN229		
⊘	Leung, Tsz-Ching (SIW203426)	Thu 01/14 07:31 AM-		0.00	0FN110		
⚠	Ramirez, Melanie (SIW203541)	Thu 01/14 12:00 AM-08:00 AM		8.00	040409		
⊘	Ramos, Jesusa (SIW203428)	Thu 01/14 08:00 AM-		0.00	0FN228		
⊘	Silva, Danilo (SIW203429)	Thu 01/14 09:57 AM-		0.00	0FN228		
⊘	Wills, Aaron (SIW203432)	Thu 01/14 09:21 AM-		0.00	0FN110		

01/14/2016

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Takes you to Employee Timecards

Next is a timecard needing review / approval

Portal Integration | Welcome, Mark Angstman | Support | Company Directory | Log Off

ADP | Manager | Home | Time & Attendance | Reports

Timecards

Filter: Default Filter (4 of 141) | Angstman, Mark (SIW020143) | Find

Pay Date Range: Current Pay Period | 01/01/2016 - 01/15/2016

Printable View | Payroll Summary | Schedule | Multiple Employee View | Preferences

Save | Save & Calculate

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/01/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/02/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/03/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/04/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/05/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/06/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/07/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/08/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/09/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/10/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/11/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/12/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/13/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/14/2016				012001

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Timecard Requires Approval

Timecard has no errors.

Ready for Supervisor approval

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/16/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/17/2016				012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 01/18/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 01/19/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 01/20/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 01/21/2016	6.00	6.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 01/22/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/23/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/24/2016				012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 01/25/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 01/26/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 01/27/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 01/28/2016	3.00	3.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 01/29/2016	4.00	4.00		012001

Yellow triangle indicates needs Supervisor approval

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Timecard Approval

The screenshot displays the ADP Timecard Approval interface. At the top, there are navigation tabs for "Home", "Time & Attendance", and "Reports". Below the navigation is a "Timecards" section with "Save" and "Save & Calculate" buttons. A yellow banner indicates "Operation Successful". The main table lists timecard entries with columns for "Select", "Supervisor Approval", "Date In", "Hours", "Daily Totals", "Earnings Code", and "Project". A red arrow points to the "Supervisor Approval" column, highlighting green checkmarks for entries from Monday, 01/18/2016, to Friday, 01/29/2016.

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/16/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/17/2016				012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 01/18/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 01/19/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 01/20/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 01/21/2016	6.00	6.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 01/22/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/23/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/24/2016				012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 01/25/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 01/26/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 01/27/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 01/28/2016	3.00	3.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 01/29/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/30/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/31/2016				012001

Green checkmark indicates Supervisor approval completed

Timecard with Errors

Supervisor review catches errors.

The screenshot shows a web browser window displaying the ADP timecard system. The page title is "Timecards" and the user is identified as Mark Angstman. The table below shows the timecard data for the week of 01/16/2016 to 01/31/2016. The "Earnings Code" column contains "HOLIDAY" and "SICK" entries. A red arrow points from the text box below to the "SICK" entry on 01/21/2016.

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/16/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/17/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/18/2016	8.00	8.00	HOLIDAY	012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/19/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/20/2016	8.00	8.00	SICK	012001
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/21/2016	6.00	6.00	SICK	012001
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/22/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/23/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/24/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/25/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/26/2016	9.00	9.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/27/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/28/2016	3.00	3.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/29/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/30/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/31/2016				012001

Total Hours: 66.00

Buttons: Save, Save & Calculate, Insert, Copy, Paste, Clear, Delete

Text box: Sick leave charged to project. Hours entered on day employee did not work.

Make Timecard Corrections

The screenshot shows the ADP Timecard Management interface. At the top, there is a navigation bar with 'Manager', 'Home', 'Time & Attendance', and 'Reports'. Below this is a table of timecard entries. The table has columns for 'Select', 'Supervisor Approval', 'Date In', 'Hours', 'Daily Totals', 'Earnings Code', and 'Project'. The 'Total Hours' at the bottom of the table is 66.00. A red arrow points from the 'Delete' button at the bottom to the 'Select' column of the row for 01/26/2016. Another red arrow points from the 'Delete' button to the 'SICK' entry on 01/21/2016, which has a yellow warning icon in the 'Supervisor Approval' column.

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/16/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/17/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/18/2016	8.00	8.00	HOLIDAY	012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/19/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/20/2016	8.00	8.00	SICK	000000
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/21/2016	6.00	6.00	SICK	000000
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/22/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/23/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/24/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/25/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/26/2016	9.00	9.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/27/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/28/2016	3.00	3.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/29/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/30/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/31/2016				012001

Total Hours: 66.00

Buttons: Save, Save & Calculate, Insert, Copy, Paste, Clear, Delete

Supervisor corrects error.

Select to delete row.
(Click select, delete and save)

Timecard Errors Corrected Ready for Approval

ADP Portal Integration

Welcome, Mark Angstman

Support Company Directory | Log Off

Manager Home Time & Attendance Reports

Timecards

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/16/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/17/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/18/2016	8.00	8.00	HOLIDAY	012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/19/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/20/2016	8.00	8.00	SICK	000000
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/21/2016	6.00	6.00	SICK	000000
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/22/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/23/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/24/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Mon 01/25/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Tue 01/26/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Wed 01/27/2016	8.00	8.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Thu 01/28/2016	3.00	3.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Fri 01/29/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/30/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/31/2016				012001

Total Hours: 57.00

Save Save & Calculate Insert Copy Paste Clear Delete

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Ready for Supervisor approval

Errors corrected.

Timecard Approval

The screenshot displays the ADP Timecard Approval interface. At the top, there are navigation tabs for "Home", "Time & Attendance", and "Reports". Below the navigation is a "Timecards" section with "Save" and "Save & Calculate" buttons. A yellow banner indicates "Operation Successful". The main table lists timecard entries for the period from 01/16/2016 to 01/31/2016. Each row includes columns for "Select", "Supervisor Approval", "Date In", "Hours", "Daily Totals", "Earnings Code", and "Project". Green checkmarks in the "Supervisor Approval" column indicate that approval has been completed for those days. A red arrow points from the text below to the checkmark in the "Supervisor Approval" column for the entry on 01/28/2016.

Select	Supervisor Approval	Date In	Hours	Daily Totals	Earnings Code	Project
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/16/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/17/2016				012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 01/18/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 01/19/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 01/20/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 01/21/2016	6.00	6.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 01/22/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/23/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/24/2016				012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon 01/25/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue 01/26/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed 01/27/2016	8.00	8.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 01/28/2016	3.00	3.00		012001
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 01/29/2016	4.00	4.00		012001
<input type="checkbox"/>	<input type="checkbox"/>	Sat 01/30/2016				012001
<input type="checkbox"/>	<input type="checkbox"/>	Sun 01/31/2016				012001

Green checkmark indicates Supervisor approval completed