

Hello Everyone,

The CAP [timesheets](#) are now online! They must be completed on a computer that has access to the internet.

Please go to this URL <http://muse2.calarts.edu/cap/ts/> or you may go to our website <http://www.cap.calarts.edu/cap/programs/csiresources> and click on the CAP Instructor's [Timesheet](#) link to enter in your [timesheet](#) information.

Directions on how to use the online [timesheet](#) form:

Please follow the field information on the [timesheet](#) and enter in the information requested. If you are selecting more than one site then use the CTRL key (if using a PC) or use the apple (CMD) key (if using a Mac).

Under category please select whether you are staff or a student (if you are not a current [CalArts](#) student then you are considered staff).

**In the period worked section**, please select the pay period in which your labor time falls (if your services fall under two different pay periods, then you must submit separate [timesheets](#), which means that you will need to first submit one [timesheet](#) under one pay period and then after completing the process you must submit another [timesheet](#) under the other pay period).

Click the Next button and start entering in your time on the specific day that you worked, e.g. Period 1 (first week of pay period) if you worked that Monday from [9am-12pm](#), Click the time in box arrow and select 9:00 am, then in the time out box click and scroll down to 12:00 [pm](#). If you have worked 6 hours or less, please enter in hours in the first half of the day. Do not enter in any hours in the second half after lunch unless you have worked more than 6 hours that day. If you have worked more than 6 hours that day, then you must show at least one-half hour break, e.g. Time in 9:00 am, time out 12:00 [pm](#), Time in (second half of day) 12:30 [pm](#), Time out 4:30[pm](#).

Once you have entered in all of your days and hours, then click on the calculate hours button. **DO NOT HIT THE BACK KEY AFTER ENTERING IN YOUR HOURS, IF YOU DO SO, ALL TIME WILL BE ERASED AND YOU WILL NEED TO RE-ENTER IN YOUR HOURS.** If there are any problems with the time that you enter and you are forced to hit the back key, you will need to re-enter in all of your information again. By hitting the back key, it refreshes the page to a new blank form. If all information is correct hit the submit key and this will send your [timesheet](#) to me as well as send a copy of your [timesheet](#) to the email address that you entered on the form.

Thank you all for your patience and cooperation!

If you have any questions, please call me at the number listed below.