

If you are on the timesheet, click one of the Instructions arrows (at the top or at the bottom of the timesheet). If it works, please read the instructions and proceed accordingly.

If you get an error message about the macro not working because macros are disabled, or, if see a message in the upper left of the document that says: "Security Warning macros have been disabled," then you need to enable macros for this spreadsheet to enable it to work correctly. Please work with your IT staff.

IT:

If you are using MS Office 2003 or prior, please allow the users of this document to enable macros for this document.

If you are using MS Office 2007, I would recommend that you save this document to a local drive, and, then, add that location to Trusted Locations by following these instructions:

1. Click the **Office** button (upper left hand corner of the program)
2. Click **Excel Options** (bottom right of the menu)
3. Click **Trust Center**
4. Click **Trust Center Settings** (over on the right side)
5. Click **Trusted Locations**
6. Click **Add New Location...** (bottom right)
7. Browse to the location where the document was saved and open it
8. Click OK to select that folder
9. Click OK three times (to get back to the program)