

Enhancement of the Reimbursement Application based on workshop feedback:

- Event Hours will automatically generate the total hours. User can still enter manually the hours. Event hours must be entered as 5 pm (with space) or 17:00 (with colon).
- Number of Days calculates correctly.
- Additional Sheets when printed will carry over the column headings.
- NEW Macro (**CTRL + i**) will automatically fill-in the majority of the Holiday sheet. Salaries in the Invoice sheet will automatically fill-in.
- #DIV/0! on Holiday sheet will calculate correctly if the user enters checkpoint hours. Otherwise, ignore.
- If the PD uses two checkpoint time sheets for the same date, remember that equals to ONE checkpoint. The user is responsible in entering the number of checkpoints and number of checkpoint hours in the Holiday sheet as well as anything highlighted in yellow.
- **VERSION 7.0/2010 ONLY:** Added in a new sheet named "Emp". This sheet is used to build your employee information such as officer name, hourly rate and shift premium rate (if applicable). A macro is available to put the list in alphabetically order (**Ctrl + o**). Once you enter the information it will do the following:
 - a. The time sheet will have a down arrow in the employee name cell.
 - b. Employee name will fill-in automatically once you chose a name.
 - c. The hourly rate and shift premium rate will automatically fill-in when you chose an employee name.
 - d. The checkpoint time sheet will have a down arrow in each of the twelve rows available.
 - e. Employee name will fill-in automatically once you chose a name.
 - f. The hourly rate will automatically fill-in, when you chose an employee name.
 - g. If you need a shift premium rate, you **MUST** type over the rate that appears in the hourly rate.
- Behind the scenes a worksheet is collecting data that the Highway Safety Office needs for reporting purposes in-house as well as for NHTSA. This sheet will automatically be sent to Drink-Drive-Lose.DOT@ct.gov electronically as an email attachment. The macro (**Ctrl + x**) will open Microsoft Outlook with the email address, subject line and attachment filled in. Please supply a short note indicating the Police Department sending the file.

It is very **IMPORTANT** that the user executes the macros in the correct **ORDER**.

- **MACRO SHEET:** This sheet has buttons to run some of the macros.

The time sheet and checkpoint time sheet will not default to zeroes, because if the police departments print out the sheets for distribution they should be blank. I recommend not leaving stats blank—**put in a zero**.