

CAI Electronic Time Sheet Instructions

1. Go to website: <http://caiwebentry.communityaction.com>
(if at Old Mill use: <http://caiwebentry/>)
2. Type your employee ID #
(four digit number assigned to you by Community Action, Inc.)
3. Type in password - this is default # until you change your password.
4. Click on Detailed Pay Records
5. Click on to Add
6. Click on picture of calendar right beside current **DATE**, select date
7. Click on **PAY** – select Regular unless it is otherwise, select accordingly
8. Click on **FUNCTION (ONLY for Professional Development Hours)**–
select PRODEV
9. Click on **HOURS**- type in # of hours worked
10. Click on **APPLY**
11. **Carefully edit your list of dates you submitted, type of pay, and # of hours**
You may edit or delete
12. After verifying your list, click on **CLOSE**
12. Click on **LOGOUT**