

Web Timesheets (WTE) Update April 25, 2011

A team of MAU representatives are working on streamlining & automating the timesheet & grant effort certification processes. It's been determined that the biweekly timesheet will continue to be UA's means for grant effort certification for the time being.

Employees will complete the new timesheets in UAOnline, the same application they use to review their paystubs, benefit information, and enter student grades. They will be able to access their timesheet anywhere they have internet access.

A pilot for the non-exempt web timesheet will begin in August, with a selection of non-exempt employees and their timesheet approvers. A mockup of the non-exempt web timesheet is attached.

A pilot for exempt timesheets is anticipated to begin in November. A mockup of the exempt web timesheet is attached.

Faculty and exempt staff will only submit a timesheet if they take leave in the pay period or are working on grants.

We've identified some compliance issues in the current processes that we would like to correct now, prior to the new web timesheet implementation.

The issue: Currently many PPAs, CCCs and/or Fiscal Officers are either filling out the timesheet for the employee or changing the timesheet after the employee and/or approver has signed it.

This causes a compliance issue for grant effort certification, DOL, and employee due process issues.

Best practices for these processes are that the employee fills out the timesheet thoroughly, the approver is responsible for reviewing and approving it, and then it's fed into the payroll system. This is a more streamlined process and would resolve the compliance issues we have in the current process. However, the employee would need to become responsible for their timesheet and completing it accurately, which will be a departure from current practice for many employees.

We'd appreciate your support in resolving these compliance issues and in usage of the new web timesheet as we're implementing it.

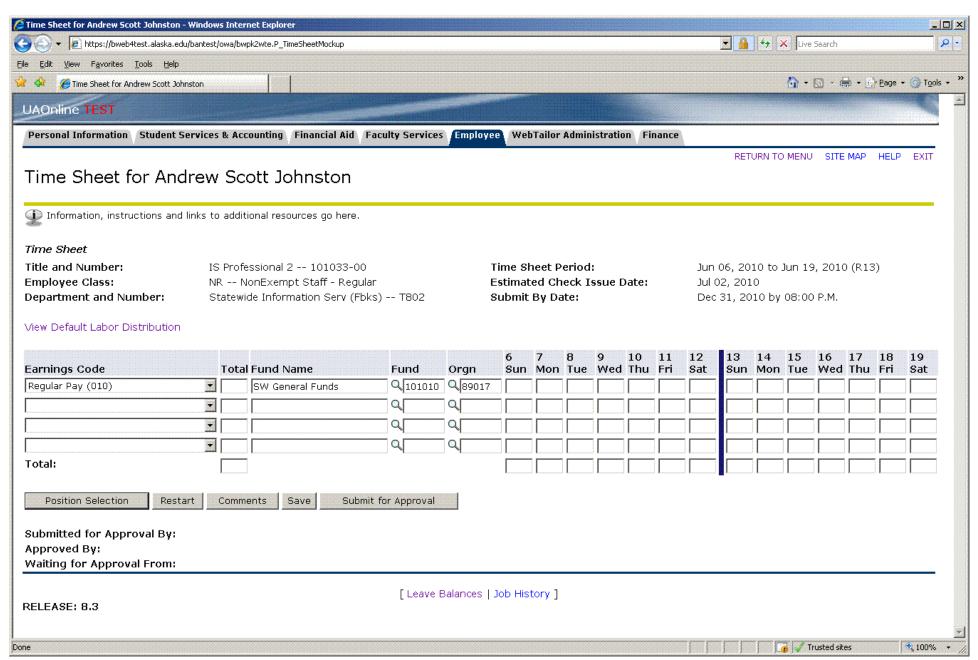


Figure 3 – A Newly Started Non-Exempt Time Sheet

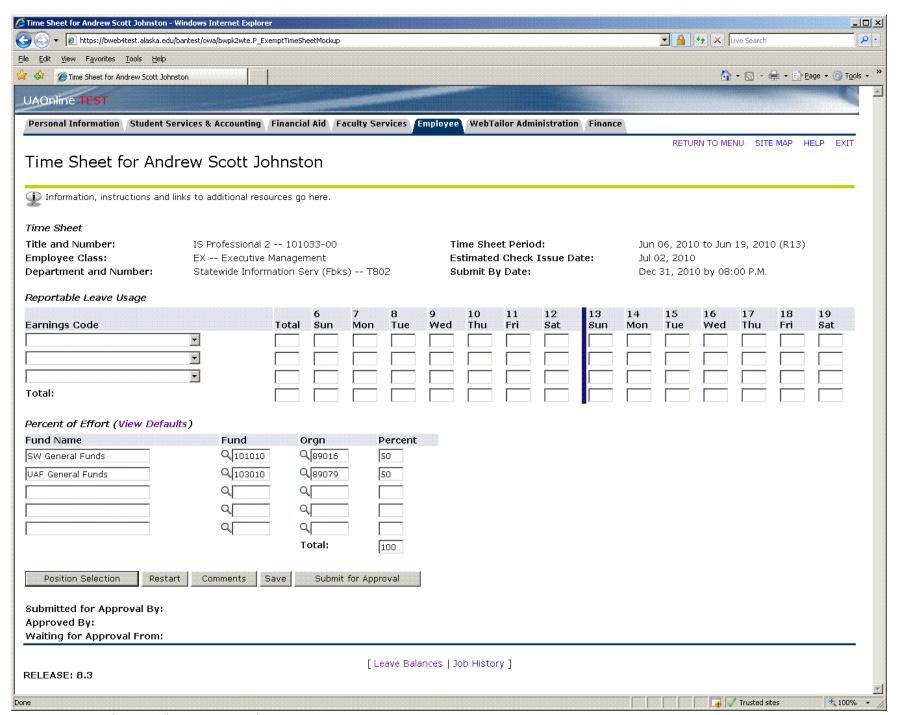


Figure 7 – A Newly Started Exempt Timesheet