Employee Timesheet

The employee timesheet has been enhanced to display department, position and account funding information for certification of hours. Hourly non-exempt and Student employees paid from sponsored project accounts will now see this information on their timesheets to certify their hours worked. The employee must certify the time recorded represents work performed by the employee during the period.

The Funding information displayed on the timesheet is sorted by Account Effective Date. The last column Spnsr is an indicator that the account is a sponsored account (Y for Sponsored and N for non-sponsored). In addition, sponsored accounts are displayed in red.

Changes in the account code, the distribution percent, position and department within the time period will be displayed on the timesheet.

The Current Funding Accounts is the information added to the timesheet (in red box below). The Button has been labeled Submit/Certify (previously labeled Submit).
Timesheet Enhancement for Certification of Hours
revised 9.17.08

Timesheet

Job Title: Student Worker IV

EmpID: 

Emp Rcd Nbr: 

1. Click for instructions

Hourly Rate: 17.57

View By: Week  

Date: 09/09/2008  

(Refresh) << Previous Week  

Next Week >>

 Reported Hours: 0.00 Hours  

Scheduled Hours: 0.00 Hours  

<< Previous Job

From Monday 09/08/2008 to Sunday 09/14/2008

Timesheet

Mon 9/8
Tues 9/9
Wed 9/10
Thurs 9/11
Fris 9/12
Sats 9/13
Suns 9/14
Total
Time Reporting Code

Current funding accounts

<table>
<thead>
<tr>
<th>Acct Effdt</th>
<th>Acct CODE</th>
<th>Acct Descr</th>
<th>Distrib %</th>
<th>Job Effdt</th>
<th>Position Num</th>
<th>Position Descr</th>
<th>DeptID</th>
<th>Dept Descr</th>
<th>Spons</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2008</td>
<td>BTS0015</td>
<td>DECISION CENTER FOR A DESERT C</td>
<td>100.000</td>
<td>06G0008</td>
<td>136850</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>Y</td>
</tr>
<tr>
<td>08/12/2008</td>
<td>AB25002</td>
<td>ASUW-FAC MGT/SIGN SERVICES</td>
<td>75.000</td>
<td>06G0008</td>
<td>136850</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>N</td>
</tr>
<tr>
<td>09/12/2008</td>
<td>BTS0015</td>
<td>DECISION CENTER FOR A DESERT C</td>
<td>25.000</td>
<td>06G0008</td>
<td>136850</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>Y</td>
</tr>
</tbody>
</table>

3. Reported Time Status - click to hide

Date  Status  Total  Time Reporting Code  Comments

0.000000
Timesheet Display When Funding and Position Changes Occur

Position changes in the pay period can be identified by the Job Effdt and Position Num columns. In the example below, the employee had a position change from 136899 to 136850 on 9/11/08. The funding for position 136850 was effective from 7/1/08 therefore you see row 2 below. On 9/12/08, the funding on Position 136850 changed to 75% non-sponsored and 25% sponsored as seen in the last 2 rows of the display below.

The employee clicks the Submit/Certify button to submit time and certify their hours worked.
Department Time Administrator (DTA) Reported Time Mass Approval

The Approve Reported Time page displayed below is used by the DTA to approve employee’s reported time. Hourly non-exempt and Student employees that are paid wholly or partially from sponsored project accounts during the time period will have the Select box grayed out. To approve the reported time when the Select Box is grayed out, click on the employee’s name.

DTAs may process (approve time) for employees that are not paid from a sponsored account using the Select All checkbox and Approve Selected button.
DTA Individual Employee Timesheet Approval for Project Funding

Hourly time is charged to accounts based on the accounting position distribution and effective dates falling within a payroll period for hours reported. Although the employee clicks the “Submit/Certify” button which generates a record for the timesheet audit trail of hours submitted and account distribution at that time, changes to this recorded information may occur prior to or following the timesheet being approved, processed, and paid.

The timesheet displays accounting distribution changes as of the date the hours are approved by the DTA by presenting the DTA with a timesheet that includes an additional section labeled “Current funding accounts”. This section shows the current account distribution whether or not there is a change. If the hours reported and the current account distribution are accurate, the DTA will select and approve the reported hours, which retains the information originally recorded by the employee in the timesheet audit trail.

The DTA may also change the submitted hours prior to approving the reported time by modifying the hours and then clicking the “Submit/Certify” button which records both the change to hours and the “Current funding accounts”. The DTA will then select and approve the reported hours.

Occasionally changes may still occur to the accounting position distribution or hours recorded following the approval by the DTA which are documented in the system as the basis for the actual charge to an account when the payroll is processed or later through payroll corrections or payroll redistributions.
# Timesheet Enhancement for Certification of Hours

**revised 9.17.08**

## Timesheet

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Student Worker IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmpID:</td>
<td></td>
</tr>
<tr>
<td>Empl Rcd Nbr:</td>
<td></td>
</tr>
</tbody>
</table>

**Hourly Rate**

- View By: Week
- Date: 09/08/2008
- Reported Hours: 20.00 Hours
- Scheduled Hours: 0.00 Hours

## Current Funding Accounts

<table>
<thead>
<tr>
<th>Acct Eff</th>
<th>ACCT CODE</th>
<th>Acct Descr</th>
<th>Distrib</th>
<th>Job Eff</th>
<th>Position Num</th>
<th>Position Descr</th>
<th>DeptID</th>
<th>Dept Descr</th>
<th>Sunsc</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2008</td>
<td>BTS0054</td>
<td>CAPимер. PHASE 2 - SUPPLEMENT</td>
<td>100.000</td>
<td>06/03/08</td>
<td>134909</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>Y</td>
</tr>
<tr>
<td>09/10/2008</td>
<td>AC1001</td>
<td>CHEMICAL ENGINEERING</td>
<td>40.000</td>
<td>06/30/08</td>
<td>134909</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>N</td>
</tr>
<tr>
<td>09/10/2008</td>
<td>BTS0054</td>
<td>CAPимер. PHASE 2 - SUPPLEMENT</td>
<td>50.000</td>
<td>06/30/08</td>
<td>134909</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>Y</td>
</tr>
</tbody>
</table>

## Hours Submitted/Certified by Below Funding Accounts by User

<table>
<thead>
<tr>
<th>Acct Eff</th>
<th>ACCT CODE</th>
<th>Acct Descr</th>
<th>Distrib</th>
<th>Job Eff</th>
<th>Position Num</th>
<th>Position Descr</th>
<th>DeptID</th>
<th>Dept Descr</th>
<th>Sunsc</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2008</td>
<td>BTS0054</td>
<td>CAPимер. PHASE 2 - SUPPLEMENT</td>
<td>100.000</td>
<td>06/30/08</td>
<td>134909</td>
<td>Student Worker IV</td>
<td>E1101</td>
<td>Institute Of Sustainability</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Reported Time Status - click to hide**

<table>
<thead>
<tr>
<th>Select Date</th>
<th>Status</th>
<th>Total</th>
<th>Time Reporting Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/2008</td>
<td>Needs Approval</td>
<td>7.00</td>
<td>STH</td>
<td></td>
</tr>
<tr>
<td>09/09/2008</td>
<td>Needs Approval</td>
<td>7.00</td>
<td>STH</td>
<td></td>
</tr>
<tr>
<td>09/10/2008</td>
<td>Needs Approval</td>
<td>6.00</td>
<td>STH</td>
<td></td>
</tr>
</tbody>
</table>