



Timesheet Enhancement for Certification of Hours

revised 9.17.08

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).



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Timesheet

Job Title: Student Worker IV EmplID: _____
Empl Rcd Nbr: _____

[Click for Instructions](#)

Hourly Rate 17.57

View By: Date: [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		Overrides						
Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11	Fri 9/12	Sat 9/13	Sun 9/14	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="button" value="X"/>

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Spnsr
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	06/30/08	136850	Student Worker IV	E1101	Institute Of Sustainability	Y
09/12/2008	AB25002	ASUW-FAC MGT/SIGN SERVICES	75.000	06/30/08	136850	Student Worker IV	E1101	Institute Of Sustainability	N
09/12/2008	BTS0015	DECISION CENTER FOR A DESERT C	25.000	06/30/08	136850	Student Worker IV	E1101	Institute Of Sustainability	Y

[Submit/Certify](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		



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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.

Timesheet

EmpID: _____
 Job Title: Student Worker IV Empl Rcd Nbr: _____

[Click for Instructions](#) Hourly Rate 19.17

View By: Date: << Previous Week Next Week >>

Reported Hours: 34.50 Hours Scheduled Hours: 0.00 Hours

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

Timesheet Overrides

Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11	Fri 9/12	Sat 9/13	Sun 9/14	Total	Time Reporting Code
8.00	6.50	5.00	7.00	8.00			34.50	STH - Student Regular Hours

Current funding accounts

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Spnsr
07/01/2008	BTS0025PW	CENTRAL ARIZONA PHOENIX LTER:	100.000	05/03/08	136899	Student Worker IV	E1101	Institute Of Sustainability	Y
07/01/2008	BTS0015	DECISION CENTER FOR A DESERT C	100.000	09/11/08	136850	Student Worker IV	E1101	Institute Of Sustainability	Y
09/09/2008	BTS0025PW	CENTRAL ARIZONA PHOENIX LTER:	60.000	05/03/08	136899	Student Worker IV	E1101	Institute Of Sustainability	Y
09/09/2008	AC11001	CHEMICAL ENGINEERING	40.000	05/03/08	136899	Student Worker IV	E1101	Institute Of Sustainability	N
09/10/2008	AC11001	CHEMICAL ENGINEERING	100.000	05/03/08	136899	Student Worker IV	E1101	Institute Of Sustainability	N
09/12/2008	AB25002	ASUW-FAC MGT/SIGN SERVICES	75.000	09/11/08	136850	Student Worker IV	E1101	Institute Of Sustainability	N
09/12/2008	BTS0015	DECISION CENTER FOR A DESERT C	25.000	09/11/08	136850	Student Worker IV	E1101	Institute Of Sustainability	Y



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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.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

This message will appear after the Get Employees button is clicked

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.

If the Select box is grayed out, this employee has sponsored funding. Click on the Employee's Name to approve his/her time.

View By: Week Date: 09/12/2008 Refresh << Previous Week Next Week >>

Employees For Linda Williams, Time Needing Approval From 09/08/2008 - 09/14/2008

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employ
<input type="checkbox"/>	Alexander Silva	Student Worker IV	20.00	20.00	0.00		0.00	0.00	100076
<input type="checkbox"/>	Daniel Gonzales	Student Worker IV	20.00	34.50	0.00		14.50	0.00	100063
<input type="checkbox"/>	Erin Mills	Student Worker IV	15.00	23.00	0.00		8.00	0.00	100074
<input type="checkbox"/>	Stephanie Kulow	Student Worker IV		40.00	0.00		0.00	0.00	100059

Select All Clear All

Approve Selected

Deny Selected

The Select box is grayed out if the Employee is funded from a sponsored account



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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.



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Timesheet

EmpID: _____
 Job Title: Student Worker IV Empl Rcd Nbr: _____
 Hourly Rate: _____
 View By: Week Date: 09/08/2008 Refresh
 Reported Hours: 20.00 Hours Scheduled Hours: 0.00 Hours

The Current funding account display will show changes that occurred in accounts, distribution percentages, positions, and/or department AFTER the employee submitted/certified the time but before the DTA approved the time

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

Timesheet Overrides

Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11	Fri 9/12	Sat 9/13	Sun 9/14	Total	Time Reporting Code
7.00	7.00	6.00					20.00	STH - Student Regular Hours

Current funding accounts

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Spsnr
07/01/2008	BTS0054	CAP LTER: PHASE 2 - SUPPLEMENT	100.000	06/30/08	134909	Student Worker IV	E1101	Institute Of Sustainability	Y
09/10/2008	AC11001	CHEMICAL ENGINEERING	40.000	06/30/08	134909	Student Worker IV	E1101	Institute Of Sustainability	N
09/10/2008	BTS0054	CAP LTER: PHASE 2 - SUPPLEMENT	60.000	06/30/08	134909	Student Worker IV	E1101	Institute Of Sustainability	Y

Hours submitted/certified by below funding accounts by user.

Acct Effdt	ACCT CODE	Acct Descr	Distrb %	Job Effdt	Position Num	Position Descr	DeptID	Dept Descr	Spsnr
07/01/2008	BTS0054	CAP LTER: PHASE 2 - SUPPLEMENT	100.000	06/30/08	134909	Student Worker IV	E1101	Institute Of Sustainability	Y

Submit/Certify

Reported Time Status - click to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	09/08/2008	Needs Approval	7.00	STH	
<input type="checkbox"/>	09/09/2008	Needs Approval	7.00	STH	
<input type="checkbox"/>	09/10/2008	Needs Approval	6.00	STH	

Select All Deselect All Approve Selected Deny Selected