

Banner Finance & HR Newsletter

June 2004, Issue No. 8

What if...You've Missed the Timesheet Deadline?

Every so often employees are unable to submit their timesheets electronically and occasionally submitted timesheets are not approved by supervisors. What happens when one of these deadlines is missed?

HR/Payroll will pay all employees who have submitted timesheets even if those timesheets have not been approved. Therefore, it is critical that approvers review and either approve, modify, or delete all timesheets by the published approval deadline.

For employees who have started their timesheets, but then missed the submission deadline, their approvers may submit the started timesheets for them. The approvers can then make any adjustments that are needed prior to approving those timesheets. The timesheets must have been started in order for this to happen.

For step-by-step instructions on how to submit for your employees, please refer to the Approver's Quick Reference on the HR website at:

<http://hr.gmu.edu/time/reference.html>

It is especially important that wage employees enter their hours before leaving work each day to ensure the most accurate pay amounts possible. If neither the wage employee, nor the timesheet approver submits a timesheet for the wage employee, the wage employee will not be paid until the next regularly scheduled pay period (provided a Corrected Time Sheet is submitted in ample time to be added to the next payroll processing). The Corrected Time Sheet for wage employees is located at:

<http://hr.gmu.edu/forms/CorrectedTimeWage.pdf>

Classified non-exempt employees (those classified employees who are overtime eligible) need to at least begin (i.e., open) their timesheets in order to be paid. Classified exempt and faculty employees will be paid whether or not they have completed timesheets. If the timesheet has been opened but not completed, a Corrected Time Sheet should be submitted no later than the following pay period so that any leave taken or overtime earned may be adjusted as needed. The Corrected Time Sheet for classified non-exempt employees is located at:

<http://hr.gmu.edu/forms/CorrectedTimeSheetCN.pdf>

Administrative Policy No. 2205 addresses the responsibilities of employees and timesheet approvers in order to minimize the risk of errors in the initial step of the payroll process. Supervisors who cannot regularly approve timesheets are required to delegate this responsibility. Given that more than 80% of budgets are expended on personnel costs, timesheet review and approval is an important fiscal responsibility. You may view Administrative Policy No. 2205 at:

<http://www.gmu.edu/facstaff/policy/newpolicy/2205adm.html>

Electronic Approvals Training

As a result of end-user feedback and focus group meetings, the Electronic Approvals (EA) training classes and training materials were redesigned. All EA system users are encouraged to enroll in a class for refresher training. In addition, there is a new requirement for attending the Electronic Approvals training classes. You must first attend the Banner/INB Navigation class prior to enrolling in the Electronic Approvals classes. To enroll in a Banner/INB class or EA training class, please go to:

<http://www.gmu.edu/PatriotProject/train.html>

Electronic Approvals - Fiscal Year End Schedule

In order to transition Banner from FY04 to FY05, the Electronic Approvals (EA) system will be unavailable for approximately three weeks: starting Friday, June 4th at 5 p.m. and ending Tuesday, June 22nd at 9 a.m.

EA processors must wait until the system comes back up on the 22nd in order to process a new hire. In addition, EAs cannot be processed with effective dates in FY05 (i.e., June 10th and later) until after the system comes back on line.

For questions regarding the Electronic Approvals system, please contact your generalist in Human Resources at 993-2600.

Bi-Weekly Timesheets - Fiscal Year End Schedule

Adjustments to the year-end timesheet schedule for the last bi-weekly pay period of fiscal year 2004 are required in order to close the current fiscal year and open fiscal year 2005.

To accommodate the June 25th pay date for the period May 30th through June 12th, the changes are as follows:

- Employees must submit their timesheets by close of business on Monday, June 14th
- Supervisors have until 11:59 a.m. on Tuesday, June 15th to approve the timesheets
- Payroll will be processed on June 16th but will be paid on June 25th

We appreciate your assistance with the shortened submission and approval times.

June 2004 Electronic Approvals Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 EA System unavailable after 5 p.m.	5 EA System unavailable
6 EA System unavailable	7 EA System unavailable	8 EA System unavailable	9 EA System unavailable	10 EA System unavailable	11 EA System unavailable	12 EA System unavailable
13 EA System unavailable	14 EA System unavailable	15 EA System unavailable	16 EA System unavailable	17 EA System unavailable	18 EA System unavailable	19 EA System unavailable
20 EA System unavailable	21 EA System unavailable	22 EA System available at 9 a.m.	23	24	25	26
27	28	29	30			