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| **Office of the Controller Job Aid** |
| **Responsible Unit** | **Payroll** | *August 18th, 2023* |
| **Title** | *Electronic Timesheet (ETS) Reconciliation Process* |

ETS Approvers and ETS Supervisors have access to a page to keep track of the status of all timesheets that are not finalized. The page is Main Menu > UMB Self Service Manager > UMB ETS Statistics. The purpose of the UMB ETS Statistic Page is to list all electronic timesheets (ETS) that require some actions from employees or supervisors (ETS Supervisor role) or department payroll representatives (ETS Approver role). Except for the current pay period, no timesheets should be listed on the page.

There are 2 tabs on the UMB ETS Statistics page:

* UMB ETS Statistics Overview
* UMB ETS Statistics Detail

**UMB ETS Statistics Overview Tab**

* Department/Pay Period
* Pay Period/School
* Pay Period – (both, open, closed)
* Department
* Count of timesheets by department
* Pay period and timesheets statuses

**UMB ETS Statistics Details Tab**

* When you click on the number from the UMB Statistics Overview it will bring you to the Detail page that listed the employee name, Pay Period, ETS Processing Status, and Timesheet Status

REFRESH Button:

* After entering the search criteria, click on this button to retrieve data
* Your search criteria will be saved when the button is clicked and will be available during the next login

For pay periods that are marked as **“Open”** on this page, ETS Approvers must ask the employee or the employee’s supervisor to complete the electronic timesheet on-line and move it through the approval steps (Entered > Submitted > Supervisor Approved > ETS Approved) until it is finalized and loaded into payroll processing.

For the pay periods that are marked as **“Closed”** on this page, ETS Approves must obtain a paper timesheet and submit any leave taken as a manual adjustment on a Payroll Adjustment Form (PAF) for payroll processing. Like electronic timesheets, paper timesheets must also be signed by the employee, and approved by the ETS Supervisor and ETS Approver. Follow the steps below to complete the ETS Reconciliation process:

* Enter “Reconciliation Comments” on this page for each timesheet and indicate how it was resolved.
* If a comment is entered for a timesheet, the timesheet will no longer appear on the ETS Statistics page.
* The approved paper timesheet and PAF (if any) must be uploaded and saved for audit purposes.
* After it is saved, it will no longer appear on the UMB ETS Statistics page.
* When an employee leaves UMB and a payout is requested, each timesheet (either ETS or paper timesheet) must be available for review. If the employee has any missing timesheets, the final payout request cannot be processed.

Note: For terminated employees, ETS Approvers are allowed to enter “Reconciliation Comments” on this page even if the pay period is open.

Example of an appropriate comment:

Employee submitted a paper timesheet on 6/30/23. The employee reported 8 hours vacation. The leave on the timesheet was submitted to OOTC-PS as a payroll adjustment in PP24-02.

**ETS Reconciliation Comment Page**

The ETS Reconciliation Comment page has an ‘Insert Attachments’ feature. The breadcrumbs of the page:



From this page, you can see all the employees you had previously entered reconciliation comments for. The attached paper timesheets and other backup documents such as PAF can be found in the ‘Insert Attachments’ section.

You can run query UMB\_ETS\_TIMESHEET\_HISTORY\_EE to view employee’s department at the time the ETS was due, ETS Load Status, Reconciliation Comments, and the count of attachments.

**Correct a previous timesheet in ‘Closed’ pay period**

If you need to correct a previous ‘loaded’ timesheet in a Closed pay period, the employee must complete a paper timesheet and be approved by the ETS Supervisor and ETS Approver. If any leave reported on the paper timesheets, a PAF must be submitted to OOTC-PS to adjust employee’s leave record. The paper timesheet and the PAF must be uploaded to eUMB via the UMB Timesheet History page- UMB Self Service Manager > UMB Timesheet History

Click on the ‘Add/View Reconciliation Comments’ button (circled in red below) and start the reconciliation process and save the documents on the page.

