

NEW TIMESHEET REPORTING SYSTEM --- PLEASE READ

Hello to all,

The Research Foundation is excited to announce an electronic timesheet ready to use this pay period. We have been testing this system for some time now. With the new working environment, telework and other complications due to COVID-19 we have decided that going live now with this new timesheet is a welcomed and timely change. Our roll-out communication plan includes this initial notification to PIs, followed by an email to hourly employees early Friday morning.

The great news is no more paper timesheets or Excel files. This system will allow for easy entry and will most likely be seamless to employees with one exception... the automatic routing for approval. Much like the electronic payroll authorization system(e-PAS) hourly rate, project number and data validation are incorporated in this new system. This will also require that new hire paperwork is completed, e-PAS is active and project dates are maintained prior to an employee being able to enter time.

The **most important** step to ensure this introduction goes smoothly is setting up the approver delegation. This has previously been accomplished by completing the signature authorization form. Now, in the initial set up of the electronic timesheet, the Research Foundation has selected the project PI as the primary approver. Over the past 2 pay periods we identified supervisors or signers on timesheets and also set them up as delegated approvers. **The next step is critical.** PIs need to review each of their projects and/ employees to ensure the appropriate delegate is assigned to approve. Going forward, this step will be completed by the PI and may be updated as often as needed. We have attached instructions for each step of the approval and delegation processes. We believe you will find it quite user friendly with PIs having control of this approval process.

The timeline: Communication this week, 4/27 allowing the paper/Excel timesheets to be replaced by the new electronic timesheet for this pay period. This will eliminate the fax, hand carried delivery and emails to RFTimesheets@odu.edu at a time when social distancing is required for health and safety, stay at home encouraged and remote working is extensive.

Our next timesheet due date is Monday, May 11th.

We are excited to be able to respond to the many requests with this new addition to the Portal for PI approval and providing for a broader employee self-service. Should you have questions or concerns, please contact Research Foundation Payroll, RFpayroll@odu.edu or Research Foundation Human Resources, RFhr@odu.edu and be sure to provide a contact phone number for a prompt response. As always, please feel free to reach out to me directly at jfacenda@odu.edu or 757-683-7210.

With regards,

Julian

🌟 **Julian F. Facenda, Executive Director**

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