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*Many Traditions One Alaska*

## Web Timesheets (WTE) Update

April 25, 2011

A team of MAU representatives are working on streamlining and automating the timesheet and grant effort certification processes. It's been determined that the biweekly timesheet will continue to be UA's means for grant effort certification for the time being.

Employees will complete the new timesheets in UAOnline, the same application they use to review their paystubs, benefit information, and enter student grades. They will be able to access their timesheet anywhere they have internet access.

A pilot for the non-exempt web timesheet will begin in August, with a selection of non-exempt employees and their timesheet approvers. A mockup of the non-exempt web timesheet is attached.

A pilot for exempt timesheets is anticipated to begin in November. A mockup of the exempt web timesheet is attached.

Faculty and exempt staff will only submit a timesheet if they take leave in the pay period or are working on grants.

We've identified some compliance issues in the current processes that we would like to correct now, prior to the new web timesheet implementation.

The issue: Currently many PPAs, CCCs and/or Fiscal Officers are either filling out the timesheet for the employee or changing the timesheet after the employee and/or approver has signed it.

This causes a compliance issue for grant effort certification, DOL, and employee due process issues.

Best practices for these processes are that the employee fills out the timesheet thoroughly, the approver is responsible for reviewing and approving it, and then it's fed into the payroll system. This is a more streamlined process and would resolve the compliance issues we have in the current process. However, the employee would need to become responsible for their timesheet and completing it accurately, which will be a departure from current practice for many employees.

We'd appreciate your support in resolving these compliance issues and in usage of the new web timesheet as we're implementing it.

Time Sheet for Andrew Scott Johnston - Windows Internet Explorer

https://bweb4test.alaska.edu/bantest/owa/bwpk2wte.P\_TimeSheetMockup

File Edit View Favorites Tools Help

Time Sheet for Andrew Scott Johnston

UAOnline TEST

Personal Information Student Services & Accounting Financial Aid Faculty Services **Employee** WebTailor Administration Finance

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## Time Sheet for Andrew Scott Johnston

Information, instructions and links to additional resources go here.

**Time Sheet**

**Title and Number:** IS Professional 2 -- 101033-00      **Time Sheet Period:** Jun 06, 2010 to Jun 19, 2010 (R13)  
**Employee Class:** NR -- NonExempt Staff - Regular      **Estimated Check Issue Date:** Jul 02, 2010  
**Department and Number:** Statewide Information Serv (Fbks) -- T802      **Submit By Date:** Dec 31, 2010 by 08:00 P.M.

[View Default Labor Distribution](#)

Earnings Code	Total	Fund Name	Fund	Orgn	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat
Regular Pay (D10)		SW General Funds	101010	89017														
<b>Total:</b>																		

Position Selection Restart Comments Save Submit for Approval

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

[ [Leave Balances](#) | [Job History](#) ]

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Done Trusted sites 100%

Figure 3 – A Newly Started Non-Exempt Time Sheet

Time Sheet for Andrew Scott Johnston - Windows Internet Explorer

https://bweb4test.alaska.edu/bantest/owa/bwpk2wte.P\_ExemptTimeSheetMockup

File Edit View Favorites Tools Help

Time Sheet for Andrew Scott Johnston

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## Time Sheet for Andrew Scott Johnston

Information, instructions and links to additional resources go here.

**Time Sheet**

**Title and Number:** IS Professional 2 -- 101033-00      **Time Sheet Period:** Jun 06, 2010 to Jun 19, 2010 (R13)  
**Employee Class:** EX -- Executive Management      **Estimated Check Issue Date:** Jul 02, 2010  
**Department and Number:** Statewide Information Serv (Fbks) -- T802      **Submit By Date:** Dec 31, 2010 by 08:00 P.M.

**Reportable Leave Usage**

Earnings Code	Total	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat
<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="text"/>	<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="text"/>	<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="text"/>	<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="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Percent of Effort (View Defaults)**

Fund Name	Fund	Orgn	Percent
SW General Funds	<input type="text" value="101010"/>	<input type="text" value="89016"/>	<input type="text" value="50"/>
UAF General Funds	<input type="text" value="103010"/>	<input type="text" value="89079"/>	<input type="text" value="50"/>
<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>			<input type="text" value="100"/>

Position Selection Restart Comments Save Submit for Approval

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

[ Leave Balances | Job History ]

RELEASE: 8.3

Figure 7 – A Newly Started Exempt Timesheet