Frequently Asked Questions

1. **Why are we doing this timesheet?**
   The new timesheet will allow ARB management to evaluate how much time is spent on program specific work to better deploy our resources. The timesheet will also help us comply with Federal and State reporting requirements and provide information for legislative reports.

2. **Do we still fill out the supplemental timesheet?**
   No, only one timesheet will be filled out effective July, 2015. It supersedes the HR Timesheet – which records leave taken and the supplemental timesheet.

3. **Who has to fill out a Timesheet?**
   All ARB employees need to fill out a timesheet. Everyone in the agency needs to fill out a timesheet regardless of division/unit.

4. **What happens if I do not fill out a timesheet?**
   We will be sending out follow-up e-mails to you, your division liaisons and your branch chief and division chief. It is important that we get these completed timesheet in a timely manner to ensure timely reporting and recording of expense.

5. **If I attend a meeting or training, how should I record my time?**
   Attending a meeting or training should be recorded based on the program that you are working on. It should be not recorded as Administrative time. Administrative time and Training is not a task that you can find in the new timesheet template dropdown menu/options. You simply have to record it depending on what specific program the meeting/ training is related to. Reference the Tasks list provided as Attachment 2 to the instructions and on pages 14-16 of the PowerPoint.

6. **How do I record my time when I travel on business?**
   The time or hours will be reported based on the Task that you are travelling for.

7. **There are several Tasks that look the same. How do I know that I am charging the correct tasks on my timesheet?**
   Example
   120 - Ambient Air Monitoring – AQ/Toxic – APCF
   121 – Ambient Monitoring-Climate – COI
   122- Ambient Air Monitoring – FED
   It is very important that you know the Task you are working on and what is funding that particular portion of the Task. Most tasks related questions can be addressed by the Budget staff but make sure to ask your respective managers or direct supervisors before elevating questions to Budget.
   The Tasks list is provided: Attachment 2 to the instructions and on pages 14-16 of the PowerPoint.
   Fund title, definitions and fund numbers can be found on PowerPoint pages 17- 19.

8. **When is the timesheet due?**
   The Timesheet is due the first day of the next pay period to ASD-HR Transactions unit. It is extremely important for each employee to complete an accurate complete timesheet and submit it to HR in a timely manner. It is highly recommended to complete the timesheet on a daily basis especially for those who work in multiple tasks.

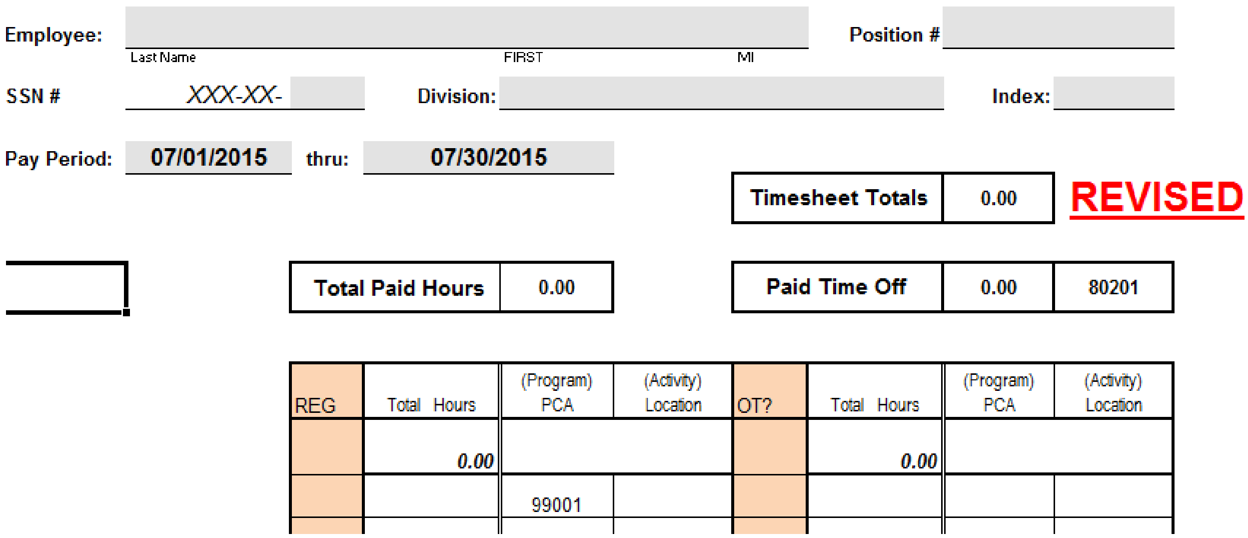
9. **How often do I complete my timesheet?**
   We recommend completing your timesheet on a daily basis.

10. **Who do I submit my timesheet to?**
    Once the timesheet is completed print all 3 worksheets and submit to your Manager for approval. Once it is approved by the Manager, all three pages are then routed through Division Liaisons to ASD – HR Transactions Unit.

11. When would I need a revised timesheet? How do I revise one?

On occasion, it may be necessary for employees to submit revised timesheets to adjust a previous month's program time reporting. An adjusted timesheet is to be created, printed and signed by the employee and supervisor. To facilitate the processing of a revised timesheet, make use of the 

macro button.



Employee: Last Name FIRST MI Position #

SSN # XXX-XX- Division: Index:

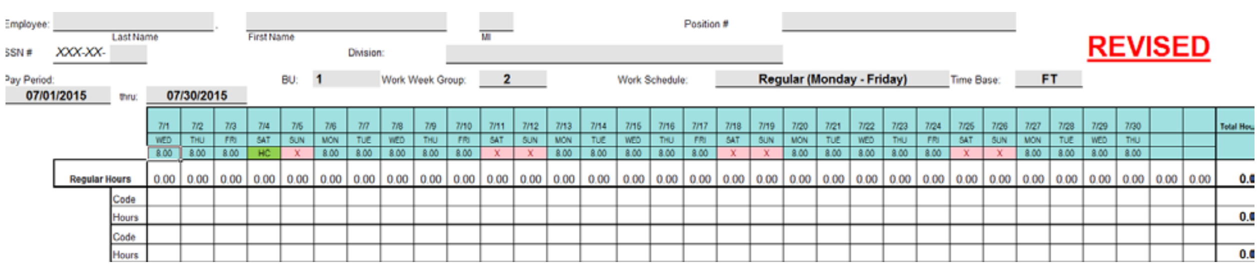
Pay Period: 07/01/2015 thru: 07/30/2015

Timesheet Totals	0.00	REVISED

Total Paid Hours	0.00

Paid Time Off	0.00	80201

REG	Total Hours	(Program) PCA	(Activity) Location	OT?	Total Hours	(Program) PCA	(Activity) Location
	0.00				0.00		
		99001					



Employee: Last Name First Name MI Position #

SSN # XXX-XX- Division: **REVISED**

Pay Period: 07/01/2015 thru: 07/30/2015 BU: 1 Work Week Group: 2 Work Schedule: Regular (Monday - Friday) Time Base: FT

	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15
	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
	8.00	8.00	8.00	HC	X	8.00	8.00	8.00	8.00	8.00	X	X	8.00	8.00	8.00
Regular Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Code															
Hours															
Code															
Hours															

	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30			Total Hou
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU			
	8.00	8.00	X	X	8.00	8.00	8.00	8.00	8.00	X	X	8.00	8.00	8.00	8.00			
Regular Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Code																		
Hours																		0.0
Code																		
Hours																		0.0

12. What if an employee is not available or on leave on the actual day the timesheet is due?

The supervisor should complete the timesheet on behalf of the employee to the best of his/her knowledge. The supervisor may note “employee not available” in the box for the employee’s signature. The employee can submit a revised timesheet upon his/her return.