

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P&P NO. 26-5203	PAGE 1 OF 15
		EFFECTIVE DATE November 22, 1989	
SUBJECT TIMESHEET SUBMISSION AND HANDLING		SUPERCEDES P&P NO. New	DATED 11/22/89
		APPROVED BY <i>D. Randy Sumner</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.	CHAPTER TITLE Time and Attendance	

PURPOSE:

To provide responsibility assignments and procedures for all Department personnel involved with submission and handling of AKSAS Time and Equipment (T&E) reports.

POLICY:

It is the policy of this Department that all time sheets and equipment usage reports shall be submitted and processed in a timely manner. It is also the policy of this Department that time sheet personnel and supervisors who sign timesheets shall ensure that all time and equipment costs are charged to the project or cost collector for which the work was actually done and for the work activity actually performed. Regional and Division Management shall facilitate and ensure compliance with timesheet procedures.

DISTRIBUTION:

All holders of the P&P Manual, management personnel and all personnel with responsibilities for approval, submission, and handling of timesheet data.

PROCEDURE:

A. Assignment of Responsibilities:

1. Timesheet employees and their supervisors

- a. All Personnel shall submit T&E reports on form 25A-064 (Rev. 12/86) covering all time and equipment usage within seven (7) calendar days (14 days for remote stations) after the end of the report week (pay period ending date). Supervisors of timesheet employees are responsible for ensuring that timesheets are submitted within the seven (7) day time period.
- b. Equipment usage may be reported on a separate vehicle log (Exhibit F). Submission, input, and processing of these forms will occur ten (10) days after the calendar month end.

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P&P NO.

26-5203

PAGE

2 OF 15

EFFECTIVE DATE

November 22, 1989

SUBJECT

TIMESHEET SUBMISSION AND HANDLING

SUPERCEDES P&P NO.

New

DATED

11/22/89

APPROVED BY

D Randy Sumner

DIVISION

Mgmt. & Finance

SECTION

Director's Off.

CHAPTER TITLE

Time and Attendance

2. Management

- a. Management in the regions and in Headquarters shall ensure compliance with these policies and procedures and shall designate input and control staff.
- b. Each Regional Director or Deputy Commissioner shall require Division Directors to designate staff positions (Input and Control Staff) as appropriate to:
 - 1) Prepare and maintain a listing of all personnel required to submit T&E reports,
 - 2) Log submission of T&E reports following each report week,
 - 3) Input and error correcting of T&E reports, and
 - 4) Complete a T&E Control Sheet (See Page 7).
- c. Each Regional/Headquarters Director shall designate a single staff position for archiving completed T&E Reporting Control Sheets and Status Reports to be kept in the Region for the fiscal year and then, archived according to DOT/PF's archive schedule.

3. Staff Responsible for Handling and Processing Timesheet Data

- a. Input and Control Staff (may be the same)
 - 1) Control staff are positions designated within each work unit to complete Part I. and Part II.A. of the T&E Reporting Control Sheet.
 - 2) Input staff are positions designated for data entry and completion of Part II.B. and Part III. of T&E Control Sheet.
- b. Project Control/Structures Staff
 - 1) Staff positions responsible for AKSAS project financial and management systems and structures.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P&P NO. 26-5203	PAGE 3 OF 15
		EFFECTIVE DATE November 22, 1989	
SUBJECT TIMESHEET SUBMISSION AND HANDLING		SUPERCEDES P&P NO. New	DATED 11/22/89
		APPROVED BY <i>D Randy Simmons</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.	CHAPTER TITLE Time and Attendance	

- 2) Design and Construction and Regional Planning structures staff are in the Project Control Sections. Statewide projects and Maintenance and Operations divisions may have other positions assigned as structures staff.

c. Section/Branch Chiefs

- 1) Management staff are responsible for the work unit and for monitoring the implementation of these procedures within their work units.
- 2) The level of management and staff designated may vary among regions/divisions as appropriate based on volume of work within work units monitored and other regional/divisional factors.

d. Project/Functional/Area Managers

- 1) Staff responsible for completion of, and monitoring the financial and management status of a project, maintenance activity or other units of work represented by a cost collector in AKSAS.
- 2) Design and Construction and Planning will have Project Managers and various functional managers. Maintenance and Operations divisions will have Area Managers or Superintendents performing these functions.

B. Input and Control Staff Responsibilities:

1. Timesheet Submission Control

- a. At the end of seven (7) days, complete Part I.A. of T&E Control Sheet (see page 7), and provide a copy of the T&E Control Sheet, including the control total of the number of required timesheets, the number of employees who have submitted their timesheets, and a listing of the names of the employees who have not submitted them to the management person responsible for the work unit.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P&P NO. 26-5203	PAGE 4 OF 15
		EFFECTIVE DATE November 22, 1989	
SUBJECT TIMESHEET SUBMISSION AND HANDLING		SUPERCEDES P&P NO. New	DATED 11/22/89
		APPROVED BY <i>D Randy Sumoi</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.	CHAPTER TITLE Time and Attendance	

b. If T&E reports remain delinquent fourteen (14) days after end of report, complete Part I.B. of Control Sheet and send copy to person responsible for work unit and Division Director.

2. Data Input and Input Control

a. Manually compute the T&E reports input total by adding all hours worked and equipment usage on the T&E reports being submitted for AKSAS input. Complete Part II.A. of T&E Control Sheet.

b. Within fourteen (14) days after the end of the report week (21 days for remote stations), all T&E reports shall be entered into AKSAS. The AKSAS "on-line" batch control total shall be recorded in Part II.B. of T&E Control Sheet and must match Part II.A. (See Exhibit B for example of "on-line" batch control total.)

c. Each report week shall have one batch number per work unit.

3. Error Input and Error Control

a. For each document which contains rejected lines, the rejected lines shall be reviewed. Input staff shall correct data entry errors.

b. If other than input errors occur, input staff will contact T&E originator's work unit and try and quickly resolve AKSAS line errors. If adjustment to original time sheet is appropriate, input person will make corrections in red on original T&E and indicate source of information, and send copy to work unit. Input person will then enter corrected information on line and resubmit document.

c. Each line that is still rejecting shall be reentered in AKSAS as a new document. This is the "Errored Batch Sequence Number". (See Exhibit C for procedures for removing rejected lines.)

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P&P NO.

26-5203

PAGE

5

OF 15

EFFECTIVE DATE

November 22, 1989

SUBJECT

TIMESHEET SUBMISSION AND HANDLING

SUPERCEDES P&P NO.

New

DATED

11/22/89

APPROVED BY

D. Randy Sumner

DIVISION

Mgmt. & Finance

SECTION

Director's Off.

CHAPTER TITLE

Time and Attendance

- d. Each errored line reentered in Step B.3.C. shall then be removed from the original batch sequence number.
 - e. Both the original good and new (errored) batch sequence numbers shall be submitted for overnight processing.
 - f. Complete Part III. of T&E Control Sheet for all transactions resubmitted with errored batch sequence numbers ("E" Status) and for all transactions accepted as successfully processed ("A/W" Status).
4. Transmittal of Errors to Project Control/Structures Staff
 - a. File the Financial Transaction Processed register (FTP) of accepted lines with original timesheet. Send the T&E Control Sheet with any errored FTP registers and copies of timesheets supporting them to the Project Control Chief/Structures Staff.
 - b. Regional Project Control/Structures staff will maintain the regional batch control file by batch number.
 5. Ongoing Input and Control
 - a. Input and control staff are responsible for inputting corrected T&E lines and delinquent timesheets upon receipt and completing the steps described in B.2, 3 and 4.
 - b. Resubmit all outstanding errored transactions at least once each calendar month.
- C. Project Control/Structures Staff Responsibilities:
1. Identify T&E rejected lines which require corrections. Resolve problem. Return to input staff for action.
 2. Project Control/Structures Staff shall undertake structural corrections sent by other sections/divisions on a first-in, first-out basis

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P&P NO. 26-5203	PAGE 6 OF 15
		EFFECTIVE DATE November 22, 1989	
SUBJECT TIMESHEET SUBMISSION AND HANDLING		SUPERCEDES P&P NO. New	DATED 11/22/89
		APPROVED BY <i>D. Randy Sumner</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.	CHAPTER TITLE Time and Attendance	

D. Project/Functional/Area Managers' Responsibilities:

1. It is the Project/Functional/Area Managers' responsibility to assure that T&E charges against projects for which they are responsible are legitimate charges for those projects. Using available management reports, identify, as soon as possible, all charges which do not belong in the project. [Management reports appropriate for project financial monitoring include AKSAS on-line audit trails and management reports, hard copy reports generated by the work unit, on-line TBML from the PCIS management information system, etc.]

Identify source of questionable charges and request analysis and immediate removal if appropriate. Follow-up.
2. Prepare monthly status explanation of remaining projects with rejected T&E lines as shown on automated error report, discussing reasons (e.g., underbudgeted, over-expended, improper charges, etc.) and recommended actions, and providing schedule for resolving each problem. Submit to section/branch chiefs with copies to any intermediate supervisors.
3. It is Project/Functional/Area Managers' responsibility to report upward problems with stopping and/or removal of inappropriate charges or timeliness problems.

E. Management Responsibilities:

1. Regional Directors, Directors and Chiefs shall include in each monthly status meeting a review and resolution of outstanding problems with T&E reports.
2. Directors shall provide a brief monthly report addressing any unresolved timesheet problems to Deputy Commissioner for Operations.

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P&P NO. 26-5203 PAGE 7 OF 15

EFFECTIVE DATE
November 22, 1989

SUBJECT
TIMESHEET SUBMISSION AND HANDLING

SUPERCEDES P&P NO. New DATED 11/22/89

APPROVED BY
D. Randy Sumner

DIVISION
Mgmt. & Finance

SECTION
Director's Off.

CHAPTER TITLE
Time and Attendance

EXHIBIT A

TIME AND EQUIPMENT REPORTING CONTROL SHEET

PART I. TIMESHEET RECEIPT CONTROL

Reporting Control
Week (1) Person (2)
(payroll end date) (Name and RD #)
Section/Branch/Area (3) Chief (4)
(Name)

A. Timesheets - Control Total (5)
Timesheets - Received (6)
Timesheets - Delinquent (7) Date: (8) (7 days later)*
Names of employees with delinquent timesheets:
(9)

B. Timesheets - Received (10)
Timesheets - Delinquent (11) Date: (12) (14 days later)**
Names of employees with delinquent timesheets:
(13)

*14 days for remote stations
**21 days for remote stations

PART II. AKSAS INPUT CONTROL

A. Manual T&E Reports Input Total (Hours plus Equipment Usage: (14)
B. (15)
AKSAS T&E Batch #
 (16) AKSAS Batch Control Total: (18)
BATCH INPUT DATE
 (17)
Input Person: (Name and RD)

PART III. AKSAS ERROR CONTROL

FTP Transaction Amount Errored: (19)
(E Status)
FTP Transaction Amount Accepted: (20)
(A/W Status)

POLICY AND PROCEDURES

P&P NO.

26-5203

PAGE

8 OF 15

EFFECTIVE DATE

November 22, 1989

SUBJECT

TIMESHEET SUBMISSION AND HANDLING

SUPERCEDES P&P NO.

New

DATED

11/22/89

APPROVED BY

D. Randy Simon

DIVISION

Mgmt. & Finance

SECTION

Director's Off.

CHAPTER TITLE

Time and Attendance

HOW TO COMPLETE THE TIME & EQUIPMENT REPORTING (T&E) CONTROL SHEET

1. Reporting Week: Pay period end date.
2. Control person: Person responsible for receiving original time sheets for work unit and the RD number of Control person, if applicable.
3. Section/Branch/Area: Name of work unit.
4. Chief: Name of person responsible for work unit.
5. Timesheets - Control Total: Number of timesheets to be received for the work unit for the pay period.
6. Timesheets - Received: Number of timesheets received.
7. Timesheets - Delinquent: Number of timesheets not received.
8. Date: Date Part I.A. of control sheet is filled out, seven (7) calendar days after pay period end date.
9. Names of employees with delinquent timesheets: List of names of employees whose timesheets have not been received within seven (7) days (14 days for remote locations).
10. Timesheets - Received: If all timesheets not received within seven (7) days after pay period end date (14 days for remote locations) - Number received within the next seven (7) calendar days.
11. Timesheets - Delinquent: Number of timesheets not received within 14 days after pay period end date (21 days for remote locations).
12. Date: Date Part I.B. of control sheet is filled out.
13. Names of employees with delinquent timesheets: Employees whose timesheets have not been received within 14 days after pay period end date (21 days for remote locations).

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P&P NO. 26-5203	PAGE 9 OF 15				
EFFECTIVE DATE November 22, 1989					
SUBJECT TIMESHEET SUBMISSION AND HANDLING	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SUPERCEDES P&P NO. New</td> <td style="width: 50%;">DATED 11/22/89</td> </tr> <tr> <td colspan="2">APPROVED BY <i>D Randy Sumner</i></td> </tr> </table>	SUPERCEDES P&P NO. New	DATED 11/22/89	APPROVED BY <i>D Randy Sumner</i>	
SUPERCEDES P&P NO. New	DATED 11/22/89				
APPROVED BY <i>D Randy Sumner</i>					
DIVISION Mgmt. & Finance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SECTION Director's Off.</td> <td style="width: 50%;">CHAPTER TITLE Time and Attendance</td> </tr> </table>	SECTION Director's Off.	CHAPTER TITLE Time and Attendance		
SECTION Director's Off.	CHAPTER TITLE Time and Attendance				

14. Manual T&E Reports Input Total: Manual sum of all hours worked and equipment usage on the timesheet reports being submitted for input into AKSAS.
15. AKSAS T&E Batch Number: Number assigned when DS (Start Batch) screen is selected in AKSAS.
16. Batch Input Date: Date batch originally entered in AKSAS.
17. Input Person: Name and RD code of person entering T&E transactions in AKSAS.
18. AKSAS Batch Control Total: Batch control amount shown on AKSAS DR (Restart Batch) screen after inputting all initial timesheets received. This amount must match the T&E reports input total (Item 14). This total is available "on-line" immediately after entering all the timesheets.
19. FTP Transaction Amount Errored: Sum of all remaining transactions amounts on E status FTPs after lines have been removed from original batch sequence numbers and reentered as new batch sequence numbers and minor coding errors resolved.
20. FTP Transaction Amount Accepted: Sum of all processed transactions amounts on A/W status FTPs after Item 19 is completed.

[The sum of Items 19 and 20 must equal item 18]

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P&P NO. 26-5203	PAGE 10 OF 15
EFFECTIVE DATE November 22, 1989	
SUPERCEDES P&P NO. New	DATED 11/22/89
APPROVED BY <i>Randy Sumner</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.
CHAPTER TITLE Time and Attendance	

EXHIBIT B

DR: DATA ENTRY -- RESTART ENTRY FOR EXISTING BATCH

RESTART BATCH NUMBER=> 374859

NEW EFFECTIVE DATE=>
NEW CERTIFICATION RD CODE=>
NEW CERTIFYING PASSWORD=>

CERTIFICATION: I CERTIFY THAT THE FACTS HEREIN AND ON SUPPORTING DOCUMENTS ARE CORRECT, THAT THIS VOUCHER CONSTITUTES A LEGAL CHARGE AGAINST FUNDS AND APPROPRIATIONS CITED, THAT SUFFICIENT FUNDS ARE ENCUMBERED TO PAY THIS OBLIGATION OR THAT THERE IS A SUFFICIENT UNENCUMBERED BALANCE IN THE APPROPRIATION CITED TO COVER THIS OBLIGATION. I AM AWARE THAT TO KNOWINGLY MAKE OR ALLOW FALSE ENTRIES OR ALTERATIONS ON A PUBLIC RECORD, OR KNOWINGLY DESTROY, MUTILATE, SUPPRESS, CONCEAL, REMOVE OR OTHERWISE IMPAIR THE VERITY, LEGIBILITY OR AVAILABILITY OF A PUBLIC RECORD CONSTITUTES TAMPERING WITH PUBLIC RECORDS PUNISHABLE UNDER AS 11.56.815-820 OTHER DISCIPLINARY ACTION MAY BE TAKEN UP TO AND INCLUDING DISMISSAL.

PF1=QUIT

FDE: FINANCIAL DATA ENTRY MENU

B 0374859 S 0026

SELECTION=>
ACTION=>>>> EASYTRAN-NUM=>

EFFECTIVE DATE: 89/11/02
CERTIFYING RD CODE:
BATCH CNTRL TOTAL \$ 1187.00

-----SELECTIONS-----ACT
EN ENCUMBRANCE - EXPENDITURE A,C
ER ENCUMBRANCE - REVENUE A,C
PY PAYABLE A,C
RC RECEIVABLE A,C
RS RSA A,C
EX EXECUTE RSA N/A
SP SCHEDULED PAYMENT A,C

AG AGENCY RECEIPTS A,C
AM AGENCY RECEIPTS - MISC A,C
TR TREASURY RECEIPTS A,C

VN VENDOR A,C

-----SELECTIONS-----ACT
WR ADD WARRANT REQUEST N/A
WA CHANGE WARRANT - AGENCY N/A
WP CHANGE WARRANT - PRE-AUDIT N/A
WB WARRANT REDEMPTION - BANK DATA N/A

FJ JOURNAL ENTRY - FINANCE N/A
TJ JOURNAL ENTRY - TREASURY N/A
AJ JOURNAL ENTRY - AGENCY N/A
TE TIME AND EQUIPMENT N/A
AB AUTH BGT AND RESTR REV EST N/A

MB MANAGEMENT BUDGETS N/A

A=ADD C=CHANGE N/A=NO ACTION REQUIRED
PF1=QUIT 4=O/I TYPES 5=REF TYPES 6=WRNT CLASSES 7=VNDR CLASSES 8=CALNDR

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P&P NO. 26-5203	PAGE 11 OF 15
		EFFECTIVE DATE November 22, 1989	
SUBJECT TIMESHEET SUBMISSION AND HANDLING		SUPERCEDES P&P NO. New	DATED 11/22/89
		APPROVED BY <i>D. Randy Sumner</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.	CHAPTER TITLE Time and Attendance	

EXHIBIT C

PROCEDURES FOR REMOVING REJECTING LINES

Often some of the lines on a T&E document are AKSAS acceptable but others are rejecting. Rejecting lines for T&E documents should be deleted from the original T&E transaction. The deleted lines should be resubmitted on a separate document for future processing. This will allow the AKSAS acceptable lines to process in a more timely manner and the problem lines to be retained in your DE suspense file until they are resolved.

Procedures:

1. Prepare an additional 450-XX T&E entry for the line being removed from the original document.
 - A. Use the same employee ID number, source RD and pay period as original timesheet and fiscal period code.
 - B. Reference the original batch sequence number on the description line as follows:

"Originally submitted on (batch sequence number) - rejecting line removed.
 - C. Submit in AKSAS (it will reject).
 - D. When document successfully processes, highlight the lines on the timesheet that are being processed and attach a copy of the timesheet to the FTP register.
2. On original batch sequence number document:
 - A. Use the description line to reference the batch sequence number of the deleted line as follows:

"See (batch sequence number) for additional lines."
 - B. Change total on document.
 - C. Delete the rejecting line.
 - D. Submit to AKSAS.
 - E. When document successfully processes, highlight the removed lines on the timesheet and attach the original timesheet to the FTP register.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES POLICY AND PROCEDURES		P&P NO. 26-5203	PAGE 12 OF 15
		EFFECTIVE DATE November 22, 1989	
SUBJECT TIMESHEET SUBMISSION AND HANDLING		SUPERCEDES P&P NO. New	DATED 11/22/89
		APPROVED BY <i>D. Randy Sumner</i>	
DIVISION Mgmt. & Finance	SECTION Director's Off.	CHAPTER TITLE Time and Attendance	

EXHIBIT D

T&E TIMESHEET FLOW

T&E Timesheet Flow:

1. Originates with employee on three (3) part form 25A-064 (Rev. 12/86).
2. After pay period end date, T&E is completed and signed by employee and supervisor.
3. Make photostat copy to be sent to payroll Section for pay warrant purposes. Attach any leave slips.
4. Original T&E goes to Control/Input person for that work unit. Must be received within seven (7) days after pay period end date. (14 days for remote locations).
5. Yellow copy (First NCR copy) is returned to employee.
6. Pink copy (Second NCR copy) is retained in work unit files (optional).

CONTROL SHEET FLOW

1. Originates in work unit
 - A. Control (or input) person completes Part I.A. - seven (7) days after pay period end date.
 - B. Send copy to person responsible for work unit.
 - C. Fourteen (14) days after pay period end date, completes Part I.B. for delinquent timesheets, if indicated.
 - D. Completes Part II.A. of control sheet.

POLICY AND PROCEDURES

P&P NO.

26-5203

PAGE

13 OF 15

EFFECTIVE DATE

November 22, 1989

SUBJECT

TIMESHEET SUBMISSION AND HANDLING

SUPERCEDES P&P NO.

New

DATED

11/22/89

APPROVED BY

D. Randy Summison

DIVISION

Mgmt. & Finance

SECTION

Director's Off.

CHAPTER TITLE

Time and Attendance

- E. Sends T&E control sheet to input person (if different from control person) with original timesheets attached.
2. Input Person
- A. Inputs timesheets in AKSAS.
 - B. Completes Part II.B. and Part III. of control sheet.
 - C. Forwards completed control sheet along with copies of errored FTP and copies of errored timesheets to project control/structural staff.
 - D. Regional project control/structural staff will maintain T&E regional batch control file by batch number.

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

SUBJECT
 TIMESHEET SUBMISSION AND HANDLING

DIVISION
 Mgmt. & Finance

SECTION
 Director's Off.

P&P NO.
 26-5203

PAGE
 14 OF 15

EFFECTIVE DATE
 November 22, 1989

SUPERCEDES P&P NO.
 New

DATED
 11/22/89

APPROVED BY
Randy Sumner

CHAPTER TITLE
 Time and Attendance

EXHIBIT E
 FLOWCHART



