



# Northern Arizona Council of Governments

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CHRIS FETZER  
EXECUTIVE DIRECTOR

March 25, 2020

**TO: Senior Management Team**  
**FROM: Luke Wilkins, Finance Director**  
**RE: Timesheet Implementation for Covid-19**

## **STAFF TIMECARDS**

Due to the capabilities of our current time entering software in Accufund Employee Portal, and the situation we find ourselves in with many employees not being able to work on location, Finance is implementing a workaround for those employees that cannot enter in their time on the employee portal during this difficult time. Below is outlined the various scenarios employees may find themselves in and what to do, along with how each program can help make this a little more streamlined for Laura and Finance.

### **Employees Who Have Access to Employee Portal Remotely**

**There will be no changes to employees who can access the Employee Portal as normal.** Please have these employees enter the timesheets as they have always. In this scenario it is also assumed that the employee's approver has access as well. If this is not the case, please proceed to the manual entry method. Also, if an employee is having trouble, please go to the manual option.

### **Employees Who Don't Have Access to Employee Portal Remotely and are Working from Home**

We will be using manual time sheets in this scenario. This method is to be used for those employees who are not on a set emergency leave schedule, i.e. having to enter hourly time for time worked out of the office. If you are on a set emergency leave schedule, please proceed to that section below. These timesheets will be supplied to you through your program.

Each employee that falls in this bucket must fill out a paper time sheet that will be supplied to you by your manager or program director. Please use the appropriate codes as applicable. Once you fill them out, please submit them to your designated approver that will be given to you by your manager. In many cases this will be your manager. **Time sheets must be completed by the employee by Friday at 5 PM the week prior to payday.** Methods that may be used include taking a picture and texting, scanning and emailing, or filling out the excel version and submit via email depending on your access. Please discuss with your manager if these methods are not feasible. We ask that the timesheets are signed by both employee and approver for audit purposes.

We realize that collecting signatures may not be feasible with technology limitations, so in lieu of employee signatures, a documented approval via email when the batch is sent by the program designated submitter will suffice as documentation that all timesheets in the batch are accurate. When your paystub arrives, it is imperative that you communicate with your approver if the paystub is incorrect as soon as possible so it can be rectified.

At this point, we ask each program director to dictate one, or as few people as possible within your program, that will be responsible for collecting all the time sheets that have been approved. They will then submit to Laura via email. Laura will be entering all time sheets in Employee Portal manually. **It is vitally important that she receives the batch by noon from the submitter on the Monday prior to payday or there is a risk of delayed payment.**

**Finance asks that each program supply to Laura (Payroll Specialist) the person(s) for each program that will be submitting time sheets to her.** We also ask that you utilize as few people as possible in this process so that Laura can easily track where time sheets will be coming from and is able to follow up accordingly.

**Employees on a Set Schedule of Emergency Leave or Where Bi-Weekly Time  
Will Not Change**

To alleviate the workload of entering time sheets, if an employee is on a set emergency leave schedule, or a similar scenario where employees' time will not change over multiple pay periods, we ask that those names and hours are submitted to Laura as soon as possible prior to March 30<sup>th</sup> (or when decided). Laura will enter the timesheets for the employees in this scenario as we don't feel it necessary to burden the system with timecards that are set for the foreseeable future.

These timesheets will not be signed and will be entered the same each pay period. It will be up to the programs to notify Laura of any changes in this scenario, and the initial email by the approver stating the set schedule will be used for approval purposes for any audit(s).

**The Finance Team would also highly recommend those that receive paper checks sign up for direct deposit, as this will ensure more timely receipt of payroll checks and allow Finance to focus on ensuring essential functions are completed more timely. In addition, checks lost may take longer to receive a replacement for given limited office hours.**