

**MEMORANDUM**

TO: CALS Employees

FROM: Jeffrey Ratje, Assistant Dean, Finance and Administration

DATE: May 21, 2014

RE: Supervisors serving as time approvers

Approving timesheets is a critical and mandated supervisory responsibility that has been delegated to non-supervisors far too often. This last semester, two problems triggered administrative reviews that demonstrate the level of risk such delegations carry. Although both issues were dealt with and remedied to the maximum extent possible, the College, units, and individuals were exposed to far greater legal and financial risk than acceptable.

Effective July 1, 2014, supervisors will be required to serve as the time approver for his/her direct reports. Supervisors should consult with the unit business or administrative officers prior to the effective date to obtain the necessary and minimal training and access provisioning. Attached is a "best practice" presentation that provides greater detail supporting the required change. This is consistent with current practice in the colleges of Medicine and Law.

Approving timesheets is simple and can be performed anywhere in the world with an internet connection. It only requires a couple minutes each pay period. With appropriate training and setup, approving time is not an inconvenience.

CC: Shane Burgess, Vice Provost/Dean, CALS

Attachment