FIN116 eTime

Electronic sign-off on Research timesheet submission and approval

# Existing (system) process

See diagram: Research Timesheet Main Workflow

## Actual (business) process

In some cases, Research admin staff is set up as "Research Proxy User" and sometimes as "Research Approver (Level 1)", therefore can both submit timesheets on behalf of "Research Time Recorder", as well as approve the same timesheets as "Research Approver (Level 1)".

Time recorders and their PIs manually sign-off the timesheets, which are then sent to Finance (Bill's office is set up with the "Research Approver (Level 2)" role).

# Proposed solution

It has become clear that Research admin staff need a better defined role within eTime. Therefore, it is proposed that the “Research Proxy User” role gets enhanced with more of the "Research Approver (Level 1)" privileges. That will facilitate Research admin staff with timesheet reviewer, as well as existing, rights.

## High level description of changes required

### Time recording

Both “Research Time Recorder” and “Research Proxy User” roles can submit a timesheet, however, only the “Research Time Recorder” can electronically sign it off. The only exception to this rule would be a time recorder who has left the University, in which case the workflow of their timesheet is already different in the system and a “Research Proxy User” / "Research Approver (Level 1)" will be able to sign off on their behalf.

When a “Research Proxy User” fills in a timesheet on behalf of the time recorder, they will be able to prepare, review it and submit it. The action of a “Research Proxy User” submitting a timesheet will result in a notification to the time recorder to electronically sign off that timesheet. In turn, the “Research Time Recorder” signing off the timesheet will trigger a notification to the "Research Approver (Level 1)" for them to progress the timesheet further.

When a “Research Time Recorder” fills in their own timesheet, the action of submitting it will automatically add their signature on and trigger a notification to both “Research Proxy User” and "Research Approver (Level 1)".

***Note:*** a new timesheet status will be introduced to the system to indicate timesheets that have been submitted (by “Research Proxy User”), but have not been signed off (by the “Research Time Recorder”). This can be used to drive a report on “unsigned” timesheets at this level.

#### Electronic sign-off

A timesheet can be modified until the time of sign off. At the time of sign off, the timesheet gets passed to the level 1 approval stage. At the same time, a “snapshot” of all the timesheet values gets captured as static information, stored in a separate table in the database, which is linked to the relevant entry in the audit log table.

This will allow the captured “snapshots” to be viewable / printable from within the system.

### Level 1 timesheet review & approval

The “Research Proxy User” will be able to review the timesheet and if found inadequate, reject it, passing it back to the “Research Time Recorder”. Otherwise, the “Research Proxy User” will be able to request sign-off, which will trigger a notification to the "Research Approver (Level 1)" for them to progress the timesheet further.

The “Research Approver (Level 1)” will be able to review the timesheet and if found inadequate, reject it, passing it back to the “Research Time Recorder”, otherwise, approve it. The action of a “Research Approver (Level 1)” approving a timesheet will automatically add their signature on and trigger a notification to “Research Approver (Level 2)", as per existing process.

***Note:*** a new timesheet flag will be introduced to the system that is only used for the “request sign-off” action. Once the timesheet has been approved, the flag will get cleared. This can be used to drive a report on “unsigned” timesheets at level 1 approval.

#### Electronic sign-off

A timesheet cannot be modified at level 1 approval, only rejected (“un-submitted”) and passed back to the “Research Time Recorder”. At the time of sign off, the timesheet gets passed to the level 2 approval stage. At the same time, a “snapshot” of all the timesheet values gets captured as static information, stored in a separate table in the database, which is linked to the relevant entry in the audit log table.

This will allow the captured “snapshots” to be viewable / printable from within the system.

### Rejection of task(s) / timesheet

Rejection of task(s) / timesheet at approval level 1, essentially means “un-submitting” a timesheet. Such an action will remove the “Research Time Recorder” signature from the timesheet.

Rejection of task(s) / timesheet at approval level 2, essentially means “un-approving” a timesheet. Such an action will remove both the “Research Approver (Level 1)” and “Research Time Recorder” signatures from the timesheet.

Rejection of task(s) / timesheet happens as per existing process in the system, a notes field is available for additional comments to be added by person performing the rejection. The notes are available to the person resubmitting their timesheet to make any modifications required.

A rejected timesheet’s values will be restored from the ones saved in the “snapshot” table.

## Overall process

See diagrams: Timesheet Workflow - Proxy User and Timesheet Workflow - Time Recorder

## Required business process change

Permissions:

* Researchers will need to be set up in eTime with the "Research Time Recorder" role and appropriate cost code / job code combinations
* PIs and their line managers will need to be set up in eTime with the "Research Approver (Level 1)" and appropriate cost code / job code combinations
* Research admin staff will need to have the "Research Approver (Level 1)" role revoked, if assigned, but ensure are given the "Proxy User" with appropriate cost code / job code combinations

## Estimate of Resource Required

The estimates of resource / time below are in accordance with the guidelines given for a project based on an estimated initial development effort of 65 days.

These figures are a basic estimate only and would require full analysis / ratification if the eSignature work is given the go ahead to proceed to complete a full project estimation / project brief.

|  |  |
| --- | --- |
| **Task / Resource** | **Estimate** |
| Business Analysis | 5 days |
| Systems Analysis and Design | 5 days |
| Development | 65 days |
| Quality Assurance | 8 days |
| Peer Testing | 12 days |
| Integration Testing | 5 days |
| Acceptance Testing | 10 days\* |
| Deployment | 5 days |
| Governance & Project Management | 35 days |
| **Total** | **140 days** |

\*Business (not IS) cost

# Diagrams





