



PAYROLL UPDATE: SUBMITTING TIMESHEETS

At this time the process for submitting timesheets has not changed. If you submit a signed paper timesheet, then you will continue submitting a signed paper timesheet. If you submit your timesheet through ESS you will continue to submit your timesheet through ESS.

For employees who still submit signed paper timesheets, we understand that due to self-quarantining or other factors, employees might not be in the office when timesheets are due. Just as with any other incident when a timesheet cannot get signed in time to be submitted for payroll, we recommend employees and supervisors work with their Timekeepers (Admin Staff) to ensure the employee gets paid.

The timesheet should be submitted to Payroll with a note on the employee signature line of "Unavailable for Signature". Be sure to keep a copy of the timesheet because once it is signed it will need to be submitted to Payroll as soon as possible to review and process adjustments for any changes

For employees who submit timesheets through ESS the Employee Self Service will continue to be available at <https://iris-ess.alaska.gov>. Please submit your timesheet in a timely manner to be approved by a supervisor and by a timekeeper. Since a supervisor approves the time entry that gets submitted through ESS it is not required to get any physical signatures on timesheets or leave slips that get attached to the document.

If accurate time is not recorded in IRIS HRM prior to payroll being processed, employees will need to have their time adjusted, which can lead to pay adjustments to reflect the actual time worked. It is important the time reported in IRIS HRM be as accurate as possible to reduce adjustments needing to be processed. The best thing that employees and supervisors can do at this time is to plan ahead for being out of office.

Tips for How to Plan for Unknown Out of Office

- Save a copy of your timesheet document to One Drive so you have access to it wherever you have internet connection and can provide the document to your supervisor or Admin Staff
- Make sure you can access the Microsoft 365 online services to complete your timesheet from home
- Keep in touch with your Admin Staff about what they need from you to be sure your timesheet is entered as accurately as possible.
- Before reporting leave on your timesheet make sure all leave has been approved by your supervisor.