
From: Vice Provost for Academic Personnel <vpap@ucmerced.edu>
Sent: Tuesday, January 23, 2024 1:45 PM
To: UCM_SENATE_FACULTY <UCM_SENATE_FACULTY@ucmerced.edu>
Subject: Important Reminder about Timesheets for Graduate Student Employees

Colleagues,

As announced last semester, the new contracts negotiated with our graduate student employees require the submission of timesheets to ensure accurate tracking of accrued leave. This will be done through the online [Time Reporting System](#). While timekeeping through the submission of timesheets is a consistent practice for nearly all employees on our campus, it is new (as of last semester) for graduate student employees and, perhaps as a result, many graduate student employees have not yet submitted their timesheets.

In an instance where the employee's timesheet is not submitted, a submission request is sent to the following chain of Primary and Secondary Approvers:

- The Instructor of Record (IoR) for the course that the Teaching Assistant is supporting or the Principal Investigator on the grant that the Graduate Student Researcher is supported under. For Teaching Fellows who serve as IoRs for the courses they're assigned to teach, Department Chairs will serve as supervisor, since graduate students aren't permitted to supervise fellow graduate students. These individuals serve as the Primary Approver for the timesheet and can submit the timesheet on the graduate student employee's behalf.
- If the Primary Approver does not submit the timesheet it is forwarded to the Department Chair, who serves as the Secondary Approver. In situations where the Chair is the Primary Approver and for Teaching Fellows, the Secondary Approver becomes their School Dean. Again, these individuals can submit the timesheet on behalf of the student.

When Payroll Services reaches out to the graduate student employee regarding a missing time sheet, both the Primary Approver and the Secondary Approver are included on the email to escalate the request.

*If, as either a Primary or Secondary Approver, you receive a request to submit timesheets on behalf of a graduate student employee who has not submitted them, **please do so as soon as possible**. For your reference, a description of the steps required is available on our payroll [website](#).*

Why does this matter? When a timesheet is not submitted and approved, it prevents the campus from finalizing the separation that is necessary before processing a reappointment. As a result, the fund source originally used to support the student will remain the same and the reappointment will not be completed. For example, a Fall GSR funded on a grant will continue to be paid from that grant until timesheets are submitted and approved, even if they are supposed to be funded through a TAship this semester. The failure to submit and approve timesheets may also cause the employee's payrate to be out-of-date, as it will continue to be based on the prior appointment.

We greatly appreciate your partnership in facilitating the submission and approval of these employee timesheets. If you have further questions you can submit a [Payroll Services Inquiry](#) webform and one of our Payroll specialists will respond.

Sincerely,

Tom Hansford
Vice Provost for Academic Personnel

Kurt Schnier
Vice Chancellor of Planning and Budget, Chief Financial Officer