

Submission of Time Sheets and Expenses

effective 4/1/2011

SUBMITTING TIME SHEETS

- All timesheets are due by 12:00pm/noon the Monday following the end of the pay period. This policy affects all types of submission, i.e., online, fax or mail.
- All timesheets received after 12:00pm/noon the Monday following the end of the pay period will not be accepted by the system and will result in a delay of payment. In most cases, the timesheet will be paid out on the following Friday. Due to federal, state, FICA tax filing there can be no exceptions to this rule.
- Timesheets for the current pay period and the previous pay period can be submitted online. Any time sheets from previous pay periods must be faxed or mailed into the PICS office and will be processed manually. This will result in a delay of payment.

SUBMITTING EXPENSES

- All expenses are due by 12:00pm/noon the Tuesday following the end of the pay period. This policy affects all types of submission, i.e., online, fax or mail.
- All Expenses received after 12:00pm/noon the Tuesday following the end of the pay period will not be accepted by the system and will result in a delay of payment. In most cases, the expense will be paid out the following Friday.
- Only expenses that are within 90 days of the submission date can be submitted online. Any expenses incurred prior to the 90 day limitation must be faxed or mailed into the PICS office and will be processed manually. This will result in a delay of payment.
- Expenses must be submitted with proper receipt documentation attached when using the online service.
- Managing Parties without the technical capability to attach proper documentation with the online service must fax or mail the expense and receipt to the PICS office.

SPECIAL NOTICE

If a timesheet/expense is submitted from a budget that is either out of money or low in funds, the timesheet/expense will be rejected until action is taken by the managing party to correct the budgetary issue.