Message

From: Chapman, Nevetta [chapman.nevetta@epa.gov]
Sent: 8/2/2018 5:05:54 PM
To: Murray, Bill [Murray.Bill@epa.gov]
CC: Smidinger, Betsy [Smidinger.Betsy@epa.gov]
Subject: F/U (06/14/18) - Request to Correct, Re-attest, and Submit Timesheets for 201806

Importance: High

Hi Bill,

A recent TMS "Payroll Allowances and Spending Information Report for Special Accounts" indicated that several employees' charged to **work code "0818BE0408LATR2BDD2"** instead **of "0818BE0408LTR2BDD2."** Please access your timesheet(s) and replace the work code for **Anaconda Smelter Site, "0818BE0408LATR2BDD2"** with **"0818BE0408LTR2BDD2"** for the pay periods ending **03/03/2018.**

With the updated security within all Federal systems, Finance employees no longer have authorization to make corrections on your behalf. However, Finance has removed work code **"0818BE0408LATR2BDD2"** from your work profile and retained "**0818BE0408LTR2BDD2"**.

EMPLOYEE NAME		FY/PP	PP END DATE	FUND	WORKCODE	# OF HOURS
MURRAY	CHARLES	201806	03/03/2018	TR2B	0818BE0408LATR2BDD2	3.00

Please go into PPL, for pay periods ending 03/03/2018 and re-attest & submit the corrected timesheets no later than COB 08/14/2018. Advise your supervisor of the pending corrections to ensure approval during the current payroll cycle.

We have found that when you re-attest & submit a timesheet, the system seems to properly correct the discrepancy if you follow these steps:

1. Uncheck the attest box.
2. Make your changes.
3. Click Save for Later.
4. Allow the system to recalculate your hours.
5. Check the attest and submit box.
6. Click Yes.
7. Click Sign Out.

Upon completion, please respond to this email notification for confirmation of your transaction. If you have any questions or you require assistance, please feel free to contact me. Thank you in advance for your **immediate attention.**

Thanks in advance,

Nevetta Chapman

Nevetta Chapman
Accountant
Special Accounts/Fund Coordinator
U.S. EPA, R8, Financial Management

1595 Wynkoop Street
Denver, CO 80202
(303) 312-6944
chapman.nevetta@epa.gov

From: Chapman, Nevetta
Sent: Thursday, June 14, 2018 10:38 AM
To: Murray, Bill <Murray.Bill@epa.gov>
Cc: Smidinger, Betsy <Smidinger.Betsy@epa.gov>
Subject: FW: Request to Correct, Re-attest, and Submit Timesheets for 201806
Importance: High

Hi Bill,

A recent TMS "Payroll Allowances and Spending Information Report for Special Accounts" indicated that several employees' charged to **work code "0818BE0408LATR2BDD2"** instead **of "0818BE0408LTR2BDD2."** Please access your timesheet(s) and replace the work code for **Anaconda Smelter Site, "0818BE0408LATR2BDD2"** with **"0818BE0408LTR2BDD2"** for the pay periods ending **03/03/2018.**

With the updated security within all Federal systems, Finance employees no longer have authorization to make corrections on your behalf. However, Finance has removed work code **"0818BE0408LATR2BDD2"** from your work profile and retained "**0818BE0408LTR2BDD2"**.

EMPLOYEE NAME		FY/PP	PP END DATE	FUND	WORKCODE	# OF HOURS
MURRAY	CHARLES	201806	03/03/2018	TR2B	0818BE0408LATR2BDD2	3.00

Please go into PPL, for pay periods ending 03/03/2018 and re-attest & submit the corrected timesheets no later than COB 06/19/2018. Advise your supervisor of the pending corrections to ensure approval during the current payroll cycle.

We have found that when you re-attest & submit a timesheet, the system seems to properly correct the discrepancy if you follow these steps:

1. Uncheck the attest box.
2. Make your changes.
3. Click Save for Later.
4. Allow the system to recalculate your hours.
5. Check the attest and submit box.
6. Click Yes.
7. Click Sign Out.

Upon completion, please respond to this email notification for confirmation of your transaction. If you have any questions or you require assistance, please feel free to contact me. Thank you in advance for your **immediate attention.**

Thanks in advance,

Nevetta Chapman

Nevetta Chapman

Accountant
Special Accounts/Fund Coordinator
U.S. EPA, R8, Financial Management
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6944
chapman.nevetta@epa.gov