Q: **Why is there a new version of the Timesheet?**

A: Updating the My Timesheet application will provide convenient new features for users. The Version 2 Timesheet is being discontinued and replaced with a more user-friendly version by the state's vendor, SAP.

Q: **Why is the new timesheet called V3?**

A.   Version 3 (V3) replaces the current My Timesheet application which is Version 2.

Q: **When will users see the new version in SCEIS Central?**

A: The V3 Timesheet will be available in SCEIS Central beginning Monday, April 19, 2021.

Q: **When will V3 training be available to SCEIS Central users?**

A: Training materials will be available in MySCLearning beginning Monday, March 15, 2021.

Q: **Are Quick Reference Cards (QRCs) also available?**

A: Yes. As part of V3 Timesheet training, QRCs will be available in MySCLearning beginning Monday, March 15.

Q: **Will approved leave show in the V3 Timesheet?**

A: Yes. Leave that is approved and posted will appear in the timesheet. If a full day of leave is taken, the calendar will be updated to reflect a full day of leave.

Q: **Can users enter working time on holidays?**

A: Yes. Users can enter working time on holidays. If it is not a scheduled day for them to work, a warning message will display when the user clicks on the Check button.

Q: **Will users continue to be notified about missing time with the new V3 Timesheet?**

A: Yes. The system will continue to notify users of missing time.

Q: **Will users see missing time they have entered that has not yet been approved?**

A: Yes. The V3 Timesheet application has a color-coded calendar for each day to notify the user about the status of their working time and whether it is missing, submitted, approved or rejected.

Q: **What is missing time?**

A: If the target hours for a user are not met, based on the assigned work schedule, they will see missing time on the timesheet tile and within the V3 Timesheet. Missing time can be for a whole or partial day. With the new V3 Timesheet, missing time will be displayed if the target hours have not been reached for any day in the previous eight-week period.

Q: **If a shift substitution is made, will the calendar update?**

A: Yes. The V3 Timesheet will include a calendar update to reflect substitutions.

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Q: Will the new timesheet have a color key so users will know the holidays and scheduled days off, so they will not enter time on these days?

A: Yes. There will be color distinction to designate working days and non-working days, including holidays.

Q: Do users enter time each day they work, or do they just create a timesheet for the full week and submit all time worked at once?

A: Users should enter and submit working hours daily. However, the V3 Timesheet does allow users to duplicate daily and weekly hours. Users are required to enter actual hours worked. If daily or weekly entries are duplicated, they can be edited to account for any variations.

Q: If favorites have been saved in the current version of the timesheet, will they be loaded into the V3 Timesheet?

A: No. Favorites will not be imported into the new version of the timesheet. Users will have access to Assignments and Assignment Groups in the V3 Timesheet, which will replace the Favorites in the V2 version of the timesheet.

Q: Will users who enter time with Charge Objects be able to access existing worklists in the V3 Timesheet?

A: Yes. If a user has the profile to enter working time with Charge Objects and enters working time in the Version 2 Timesheet, then they will be able to import worklists into the new V3 Timesheet and save them as Assignments. These worklists will be available to import under the Assignments tab and in the Ad-hoc Assignment feature.

Q: Can I edit worklists and remove any that are no longer valid?

A: Yes. Once a worklist is imported, it can be named and saved as an Assignment. The status of the Assignment can be maintained as active or inactive. It can be edited and/or deleted if no longer needed in future. If an Assignment is inactive, it can be reactivated later. However, only Assignments that are in active status will appear in the timesheet to select and use for entering working time.

Q: Are there any changes to the Approve Timesheet application or the Inbox for the APPROVAL of working time?

A: There are no changes to the Approve Timesheet application or the Inbox at this time.