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# **Project Updates**

- **eTimesheets**

- Web-based application for non-exempt employees to submit timesheets electronically
- Developed in SAS and later enhanced to support University-wide adoption
- This will replace the current timesheet process, provide leave balances, include reporting capabilities, and handle automatic entry into UMIS

- **Concur Report Cleanup Project**

- Contact for Concur and TEM related issues
- Old report cleanup stems from Concur accrual process
- Detailed file will be distributed following 990 Reporting

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## eTimesheets

- Pilot Group includes Undergrad, F&A, WCIT, Wharton Printing, Wharton SBDC, Executive Education with consultation from MGMT.
- eTimesheets went live Tuesday November 3<sup>rd</sup> for Monday approval.
- Pilot will run through December, and be reviewed for potential implementation to interested Orgs in January.
- Training, FAQs, and instructions will be included in the onboarding process.
- Overtime will still need prior approval.
- System separates approval process from payroll process.
- Includes notifications of outstanding work.

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## Concur Report Information

- Ran a query of all unprocessed reports greater than 3 months old
  - Some are over 2 years old.
  - Includes over 200 reports outstanding.
  - \$175k in expenses unprocessed.
- Issues from inaccurate data
  - Inflates annual accruals
  - Employees and students may not realize they are owed money.
  - As employees and students leave, it becomes more difficult to process these reimbursements.

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## Concur Report Cleanup Process

- Detail report to be sent to all BAs with unprocessed reports and the below categories assigned by BAs:
  - Student or employee no longer works at Wharton. Include corrective action should be taken.
  - Expense was already submitted and processed. BA to delete report
  - Expense invalid for reimbursement. BA to delete and notify employee.
  - Expense still needs processing, BA to contact employee.
- Goals
  - Remove or process all reports greater than 3 months old
  - Improve the data integrity within Concur
  - Identify the key drivers, and create processes to eliminate future risks.