

UMBC Temporary DocuSign Timesheets

Reminder

Temporary DocuSign Timesheets are due to AAOU SSC (via a *Paper Timesheet RT Ticket submission*) by the regularly scheduled UMBC Timesheet Deadlines. Please See [AAOU SSC Timesheet Deadline Calendar](#) for details

AAOU SSC Departments may use the UMBC Temporary DocuSign Timesheet for new hires that do not have access to ETS yet (*generally takes 1-2 pay periods for a new hire to obtain access to ETS*).

AAOU SSC Departments are **REQUIRED** to submit a "Paper Timesheet Submission" **RT Ticket** to AAOU SSC attaching a PDF copy of the completed UMBC Temporary DocuSign Timesheet in order for hours to be processed into Time Entry.

UMBC Temporary DocuSign Timesheets **SHOULD NOT** be routed to AAOU SSC staff directly, departments are always **REQUIRED** to submit requests to AAOU SSC via submission of an **RT Ticket** to initiate processing, failure to do so timely will prevent or cause delays in your request being processed.

UMBC Temporary DocuSign Timesheets *should not* list AAOU SSC as the Payroll Preparer, instead someone internal to your department other than the new hires supervisor should be listed as the Payroll Preparer on the form. We recommend this being your departments primary liaison with AAOU SSC/the team member who is responsible for reviewing your units Gross Pay Reports internally:

New Employee: Vania Cruz
EE58936 - vcruz@umbc.edu

SUPERVISOR INFORMATION

* Supervisor Affiliation: UMBC - Faculty and Staff

* Supervisor Campus ID: YV66015 * Note: Use the **UMBC Directory** button (on the top of the form) and the **Advanced Search** tab to look up the supervisor's campus ID.

* Supervisor: Mike Renda

* Supervisor Email: mrenda@umbc.edu

* Department: 10363 - Office of Provost

PAYROLL INFORMATION

Payroll Option lists various UMBC Shared Service Centers as well as an Individual Payroll Preparer. Some SSCs are subdivided into individual departments. Please **scroll down** to review all the options before making your selection.

* Payroll Option: Individual Payroll Preparer

* Payroll Preparer Campus ID: ZX60819 * Note: Use the **UMBC Directory** button (on the top of the form) and the **Advanced Search** tab to look up the payroll preparer's Campus ID.

* Payroll Preparer: Olivia Brann

* Payroll Email: obrann@umbc.edu

* Pay Period: Select pay period dates

Important Information

AAOU SSC staff should never sign off on timesheets, the timesheet completion, submission and approval process is independent of the AAOU SSC. To allow our customers to utilize the updated functionality of the Temporary DocuSign Timesheet, they are required to list an internal team member as the "Payroll Preparer" to avoid the form routing to AAOU SSC staff. Once the Temporary DocuSign timesheet is completed, the department is **REQUIRED** to submit a PDF copy to AAOU SSC by submitting a "Paper Timesheet Submission" RT Ticket, and attaching the PDF version of the Temporary DocuSign Timesheet.