

## **dotStaff™ Timesheets and Expenses Process**

### **Timesheets**

- Time is due in dotStaff™ by 10:00 a.m. EST (9:00 AM CT) on Mondays.
  - All PTO requests that need to be processed for the previous week must be turned in by 10:00am EST (9:00 AM CT) on Mondays.
- dotStaff™ timesheets must be approved by end of the day Wednesday at the latest.
  - dotStaff™ timesheets are available for approval on Tuesday by DFR Management.
- Eligibility Specialists (ES) are free to enter time on Friday to ensure their time is in correctly and in a timely manner.

### **Expenses**

- ESs are not automatically able to submit expenses in dotStaff™. If you approve an EA/ES to submit expenses, please contact your Employee Relations Coordinator to activate this capability.
- Expenses for the previous week should be submitted into dotStaff™ at the same time as all timesheets each week (10:00 AM EST/9:00 AM CT on Monday).
- Expenses must be entered no later than 60 days from the date they are incurred.
- Expenses should be approved no later than the end of the day each Wednesday.
- Please make sure to check that the mileage, entry total and mileage reimbursement rate are correct before approving.
- The mileage reimbursement rate should be the same as the current SOI reimbursement rate. If you have specific questions, please contact your Employee Relations Coordinator.