

Changes in the Absent Reversal process is shown in the below table.

Date of Change: 26<sup>th</sup> Feb 2018

## Why the Changes in the process?

- Employee feedback about the challenges faced due to missed timesheet entries during the month end.
- Auditors' observations relating to absent reversal process not capturing the missed timesheet entries leading to variances between billable and billed hours.

Sl. No.	Current Process	Proposed Process
1	No need to enter Timesheet when applying for absent reversal	Timesheet entry is mandatory to submit the ARF
2	Not available	Timesheet entry screen would be linked to the current ARF screen
3	Not available	Timesheet entry link will be enabled based on the selection of ARF reason code
4	ARF trigger only once a month	<p>Timesheet entry option split into two parts, (since payroll period is overlapping with two months).</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 20<sup>th</sup> of the month will follow the regular ARF process with additional timesheet entry option</li> <li>• 21<sup>st</sup> to last day of the month (30<sup>th</sup> /31<sup>st</sup>) of the month will be provided with Virtual ARF screens on the 2<sup>nd</sup> of the subsequent month so that associates have the option to fill the Timesheet till the 4<sup>th</sup> of that month</li> <li>• If the ARF-timesheet entry/approval is still missing for the period 21<sup>st</sup> to last day of the month (30<sup>th</sup> /31<sup>st</sup>) even after the Point2 mentioned above, then the current process of ARF without timesheet entry option can be availed by an associate and existing ARF process will continue</li> </ul>
5	ARF will be triggered for the missed timesheet entry, inadequate swipe and missed timesheet approvals on 26 <sup>th</sup> of every month	ARF will be triggered for the missed timesheet entry, inadequate swipe and missed timesheet approvals on 25 <sup>th</sup> of every month
6	E3 System triggers the ARF and associates have to submit ARFs between 26 <sup>th</sup> of the current month to 5 <sup>th</sup> of subsequent month	E3 System triggers the ARF and associates have to submit ARFs between 25 <sup>th</sup> of the current month to the 4 <sup>th</sup> of the subsequent month

7	ARF is triggered once in a month because of inadequate swipes/manager unapproved timesheets and associate. Associates submit ARF by choosing the reason code	ARF/virtual ARFs would trigger twice a month because of inadequate swipes/manager unapproved timesheets. Associate need not enter the timesheets again as it is already available although the associate needs to submit ARF by selecting the reason code
8	Workday reporting manager has the option to accept/reject ARFs.	ARF/Virtual ARFs are approved by approving the timesheets (by GL, TM roles of E3 or Workday reporting manager) or timesheets get approved by approving ARF directly in the ARF screen (This option is only available for the Workday reporting manager)
9	Not available	While approving ARF, respective manager can view the timesheet details by clicking on the link provided in the ARF screen (link will be navigated to timesheet approval page)
10	ARFs approvals should be approved by the 8 <sup>th</sup> of the subsequent month.	ARFs for the pay cycle (21 <sup>st</sup> of the previous month to 20 <sup>th</sup> of the current month (e.g., Jan 21 <sup>st</sup> to Feb 20 <sup>th</sup> ) and missed timesheets related to 21 <sup>st</sup> to the last day of the current month (e.g., Feb 21 <sup>st</sup> to 28 <sup>th</sup> ) should be approved before 5 <sup>th</sup> of the subsequent month (e.g., March 5 <sup>th</sup> )

**Important timelines to remember:**

Action	Current	Proposed
Pay period	21 <sup>st</sup> of the previous month to 20 <sup>th</sup> of the current month. <i>e.g., 21<sup>st</sup> Jan to 20<sup>th</sup> Feb</i>	No Change
Apply ARF (Regular)	26 <sup>th</sup> of the current month to 5 <sup>th</sup> of the subsequent month. <i>e.g., 26<sup>th</sup> Feb to 5<sup>th</sup> Mar</i>	<b>25<sup>th</sup> of the current month to 4<sup>th</sup> of the subsequent month. <i>e.g., 24<sup>th</sup> Feb to 4<sup>th</sup> Mar</i></b>
ARF Approval – Last Day	8 <sup>th</sup> of the subsequent Month, <i>e.g., 8<sup>th</sup> Mar</i>	5 <sup>th</sup> of the subsequent month, <i>e.g., 5<sup>th</sup> Mar</i>
Regular Timesheet Entry Cut-off for 21 <sup>st</sup> to last day of month (30 <sup>th</sup> or 31 <sup>st</sup> )	Last day of the current month	No change
Regular Timesheet Approval Cut-off for 21 <sup>st</sup> to last day of month (30 <sup>th</sup> or 31 <sup>st</sup> )	1 <sup>st</sup> working day of the subsequent month	No change
<b>Virtual ARF for the period of 21<sup>st</sup> to end of the current month. e.g., 21<sup>st</sup> Feb to 28<sup>th</sup> Feb. This process is newly introduced</b>		
Apply		2 <sup>nd</sup> to 4 <sup>th</sup> of the subsequent month. <i>e.g., March 2<sup>nd</sup> to 4<sup>th</sup></i>

Approve

2<sup>nd</sup> to 5<sup>th</sup> of the subsequent month. e.g., *March 2<sup>nd</sup> to 5<sup>th</sup>*

**Benefits of the change:**

- Introduction of month-end ARFs (21<sup>st</sup> to end of the month) would help users not to wait till 26<sup>th</sup> of next month to credit back the leaves deducted/credit back the salary for LOP cases.
- Monthly metrics would be more accurate by reducing the difference between billable and billed hours as part of audit observation on missing timesheet entries

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