DOEE Payroll Funding Sources

Hello New DOEE Employee,

One of the most unique things about DOEE is the large number of funding sources it receives to carry out its mission. These include federal grants, special revenue funds, and Local funds.

As an employee, you must be aware of the funding source(s) to which you charge your time for payroll. In most cases, your work duties will be tied to a specific funding source. For example, by charging your time to a federal grant, you are verifying that your work duties for those hours helped to meet the objective of the grant. An auditor may ask you at any time to confirm that you are aware of your funding source and that the hours you charge to that source relate to the work you have performed. If you have any questions, please ask your supervisor or the agency's finance team.

A version of the email below is sent by HR prior to every pay period to remind you to include the correct "combo code" (payroll code):

Subject: eTime Submissions by COB Friday, March 3rd, 2017

Dear Colleagues,

All time reporting for pay period 6 (February 19th through March 4th) must be entered into the PeopleSoft eTime system by **COB, Friday, March 3rd 2017.**

Please remember that there is a "Saved for Later" button and a "SUBMIT" button. In order for your manager to see hours to approve, you must hit "SUBMIT". If you are making prior pay period adjustments, please remind your manager to approve changes. All prior pay period adjustments must have the appropriate documentation (leave forms, approved overtime/comp time forms).

Please remember to enter account code(s) in the "Combo Code" section of the timesheet. Click on the magnify glass to the right of the "Combo Code" to search by index/pca to retrieve code(s). Please do not assign accounting codes to leave hours (annual leave, sick leave, holiday pay, administrative leave, leave without pay, compensatory time, etc.).

Managers, all time entered must be APPROVED by COB on Monday, March 6th, 2017.

You can access PeopleSoft self-service from home or other remote locations outside of the DC Government network using the following link: https://ess.dc.gov. Please contact me if you have any questions.

No Time = No Pay!