AggieTime Expectations

General role statement for Business Services

Formal:

1. Sets up and maintains Employees, Groups and Supervisors.

2. Approves FOAPAL (It is not the role of Business Services to proxy for the Supervisor)

3. Submits payroll.

Informal:

1. Business Services supports the unit and facilitates the AggieTime process. This may include supervisor communication, employee assistance, researching issues and more.

2. Business Services partners with H.R. to help ensure employees are paid on time.

AggieTime Expectations

Expectations

1. Business Services should not do proxy approvals for a supervisor. It is perfectly acceptable for the AggieTime Processor to refuse to do so. Steps that should be taken to avoid this situation could include:
    1) arranging for a substitute approver from within department leadership
    2) encouraging the supervisor to approve the hours before the payroll period closes
    3) helping the supervisor understand that their actions will result in non-payment

2. If an employee is not going to be paid as a result of supervisor decisions, the AggieTime Processor will inform the Department Head.

3. AggieTime Processors will develop and maintain expertise in AggieTime. This includes remaining up-to-date on all training.

4. Business Services should assist the supervisor in briefing new employees in HX-type positions on their role in AggieTime.

5. AggieTime Processors should maintain working relationships with all supervisors in their units.

6. Disputed hours are the responsibility of the Supervisor. The role of Business Services is to inform/remind Supervisors of unresolved disputed hours, and assist as needed.

7. Each Financial Officer should designate someone to be a second set of eyes on all AggieTime payroll.

8. Each Financial Officer will have a plan for handling situations where all three days of the AggieTime approval window fall on non-work days.

9. Financial Officers should establish timelines for AggieTime Processors as well as for their college AggieTime Reviewer.

10. AggieTime Processors should communicate regularly with supervisors regarding AggieTime deadlines and issues.

11. AggieTime Processors should master the use of Argos reports that were created for this process, including:
    - HR AggieTime Position Setup and Comparison with Banner
    - HR AggieTime Disputed Records
    - HR AggieTime Zero Hours
    - HR AggieTime Payroll Hours and Drop Units Summary with Index List
    - HR AggieTime Submission and Message