
Interim Policy & Procedure Memorandum

ISD-IPP 17-05

TO: ISD and NMW Service Provider Employees
FROM: Mary Brogdon, *MB* Division Director, Income Support Division
RE: Wage Subsidy Service Process for Clerical Support
DATE: October 31, 2017

This IPP serves to:

- Rescind ISD IPP 16-01; this includes ISD IPP 15-08, IPP 10-14 and 13-02; ISD GI 07-29 and 08-10.

1. This IPP supersedes all previous IPPs, GIs, and all other memorandum, directives, organizational charts, procedures, and policies published by the Income Support Division (ISD) dealing with the Wage Subsidy (WS) Service process for Clerical Support.

2. The WS program is an employment and training program designed to help needy families achieve self-sufficiency by placing participants in employment which will lead to benefits and wages that will enable them to support their families. The service provider, SL Start, will provide job development, case management, and assist participants with job placement, training and education, if applicable, and support services, while recognizing the different circumstances, skills, and abilities of each individual.

- All participants will be referred to as "Clerical Support."

3. The following outlines the procedures and responsibilities with respect to a TANF New Mexico Works (NMW) participant being referred and enrolled in WS:

NMW Service Provider and the WS Service Coordinator

- Maintains a continuous list of candidates.
- Ensures referred candidates meet the following criteria:
 - Have sufficient work experience;
 - Be a registered participant in NMW;
 - Be in "good standing" with HSD (No claims or sanctions and all current activity data entered into ASPEN NMW screens); and
 - Verification of highest educational level attained.
- Submits a referral packet to the supervising site that includes at a minimum the WS Review Checklist, WS Referral Checklist, candidate's most recent resume, and verification of education.

- Provides:
 - A work readiness session for all candidates;
 - Case management to include monitoring job performance to ensure job retention;
 - Schedule ongoing meetings with the Clerical Support for coaching and to discuss concerns, either biweekly or monthly but must meet at least once a month;
 - Coordinate with the Site Supervisor to ensure all parties are aware of this meeting to ensure time is set aside for the Clerical Support to meet with CDS; and
 - Additional mentoring and training for the non-selected candidates.
- Promotes permanent employment of the Clerical Support during and at the completion of the service.
- Determines effective date of hire and notifies Site Supervisor of the start date.
- Schedules and conducts orientation with the Site Supervisor. Orientation includes responsibilities of each agency for each WS placement.
- Ensures the Clerical Support is placed on the waitlist and a 2nd party review is sent to the ISD Liaison.
- Upon receipt of the Clerical Support's first check stub, reviews to ensure appropriate deductions are listed and he/she is paid the wage determined by the position offered.
- Follow-Up with all Site Supervisors to ensure completion of all required trainings within two months of hire date.
- Monitors the Clerical Support's Leave without Pay (LWOP) to ensure such leave does not exceed allowable limit: 16 hours of unexcused absences in a calendar month or 80 cumulative hours during the term of the program.
- Assists the Clerical Support in submitting employment applications for unsubsidized employment after 60 days in the program as required in the WS Scope of Work.
- Contacts the Site Supervisors one month before the expiration of term for all Clerical Supports and the ISD Office where the Clerical Support's case is located.
- Initiates termination paperwork for the Clerical Support upon conclusion of term or departure other than for non-compliance of WS requirements, and forwards to the Clerical Support, Site Supervisor, and the local ISD office.
- Upon notification of non-compliance of a Clerical Support, initiates the letter of termination to the Clerical Support, Site Supervisor, and the local ISD office and will also ensure placement of conciliation/sanction.
- Refers WS Program policy questions to the Work and Family Support Bureau.
- WS Service Coordinator ensures compliance with all other requirements per WS Service Scope of Work.

Supervising Employment Site

- Interviews candidates that have been "Approved for Interview" by the WS Service Coordinator.
- Conducts interview(s) with the referred candidate(s) **within two weeks**.
- Completes at least two reference checks.
- Provides site specific orientation of job responsibilities and expectations.
- Updates WS Service Coordinator within **two business days** after selecting a candidate by submitting a completed interview packet. The packet should include the completed interview questionnaire and the WS Agreement form initialed and signed in all appropriate places by the Site Supervisor.
- Updates WS Service Coordinator within two business days as to why a candidate was not chosen and if additional referral packets are needed.

- Ensures:
 - The Clerical Support has all necessary system access;
 - The Clerical Support does not work more than 40 hours per week;
 - Subsidized employment does not impair an existing contract or collective bargaining agreement; and
 - Subsidized employment does not displace currently employed persons or fills positions that are vacant due to a layoff.
- Conduct orientation with the Clerical Support within one week of hire. This orientation must include review of their duties.
- Ensure the Clerical Support completes all required trainings within set deadlines. Clerical Supports hired at ISD sites must complete the following trainings:

Within 3 days of hire
IT Security and Privacy
HIPAA Privacy and Security
IRS Disclosure Awareness Training
Within 30 days of hire
ISD Civil Rights
Customer Service
National Voter Registration Act (NVRA)
Americans with Disability Act (ADA)
Domestic Violence Awareness (2 yrs)
HSD Employee Ethics
Safety, Loss Prevention and Control
Sexual Harassment Awareness (2 yrs)

- Review and approve weekly Time Sheet before the Clerical Support submits it to the WS Service Coordinator. Designate another manager, as backup, to have the authority to review and sign the timesheet.
- Maintains health, safety and work conditions at or above levels generally acceptable in the industry and not less than those of comparable jobs offered by the employer.
- Provides on-the-job training necessary for the Clerical Support to perform their duties.
- Allow designated time for the Clerical Support to meet with CDS either biweekly or monthly but must meet at least once a month.
- Completes quarterly evaluations (Quarterly Performance Review and Plan) within one week after the quarter ends and submits the evaluation to the Clerical Support, CDS, and WS Service Coordinator.
- Provides the WS Service Coordinator with notification of any absences beyond the maximum allowed. A Clerical Support who exceeds 16 hours of unexcused leave in a month or 80 cumulative hours of unexcused leave over the course of the WS term is subject to termination. However, Good Cause can be applied to unexcused leave at the discretion of the Site Supervisor.

- Requests termination from WS Service Coordinator of any Clerical Support who exceeds allowable leave or does not meet performance requirements (Termination for cause will be initiated and processed by WS Service Coordinator).
- Provide written documentation when requesting termination of a Clerical Support, such as coaching efforts, problems which continue to occur, etc.
- Notifies the WS Service Coordinator when a Clerical Support is non-compliant or voluntarily quits the position.
- **ISD Offices Only:** Inform the WS Service Coordinator if additional Clerical Support is needed for the office.

ISD Field Office

- Provides candidate referrals to the WS Service Coordinator, if chooses to.
- Ensures:
 - The coding for the current Clerical Support is correct and consistent in ASPEN. The following are processing reminders for WS coding upon receiving an alert from NMW when they have placed the Clerical Support on the waitlist:
 - Individuals must first have the "Status" field marked as "approved" on the Add/Update Waitlist Status Screen (left nav: Waitlist >Add/Maintain Individual> Add/Update Waitlist Status);
 - Initiates case change mode and complete the Employment Logical Unit of Work (left nav: >Data Collection> Income> Employment); and
 - Ensures that the "Is this TANF Subsidized Employment" field is marked "yes" on the Employment -Employer Details Screen (left nav: > Data Collection > Income > Employment -Employer Details Screen).
 - Completion of any additional data collection as appropriate, Run EDBC and certify results:
 - TANF EDG closes and a WS EDG is established;
 - Medicaid EDGs remain unaffected; and
 - SNAP is evaluated for Transitional Food Stamps;
 - The months of participation in the WS Service do not count towards an individual's 60-month term limit;
 - The Clerical Support is considered to be in active case status while in subsidized employment and, therefore, must comply with all eligibility and participation requirements of the NMW cash assistance program;
 - TANF support services remain available to the Clerical Support; and
 - WS EDG is closed in ASPEN in order to place the Clerical Support back on regular TANF EDG, after termination of their participation.
- Initiates the conciliation/sanction process and issue a *Notice of Non-Compliance and Notice of Case Action* when a Clerical Support is terminated from the position due to non-compliance and consequently has transitioned back to TANF cash assistance. TANF cash assistance shall be reviewed for eligibility with the appropriate sanction level.

If you have further questions regarding this IPP, please contact Tashi Gyalkhar, Staff Manager at (505) 827-1323 or via email at Tashi.Gyalkhar2@state.nm.us

Attachments: SFY 18 Wage Subsidy Scope of Work
HSD Blackboard Registration form
WS Timesheet

SECTION 16	WAGE SUBSIDY
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I. WAGE SUBSIDY – DEFINED	<p>SL Start will be responsible to administer the New Mexico Wage Subsidy Service. The Wage Subsidy (WS) Service is a subsidized employment opportunity that provides a NM Works/TANF (NMW) cash assistance participant paid employment instead of receiving monthly cash payments. The service is designed to promote self-sufficiency through paid work and provides incentive for employers to provide office entry level training to the participants. This limited job placement has the potential to continue and become full-time employment. SL Start will be required to complete the requirements listed below in the Scope of Work section.</p>
II. HSD RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Act as the funding agency in order to place wage subsidy eligible individuals in to work experience opportunities that may lead to permanent full time jobs for TANF participants. 2. Supply the SL Start with related informational data to assist SL Start in performing services as stated in this Scope of Work. 3. Provide direction to the SL Start and selected location staff to ensure participation and collaboration with the SL Start. 4. Conduct WS service and fiscal reviews for quality assurance and compliance by conducting independent on-site TANF program and fiscal reviews of the SL Start and provide SL Start with a detailed report of findings. HSD will provide advanced notice to the SL Start at least fifteen (15) business days prior to the on-site visit. HSD must have reasonable access to the SL Start and service provider’s premises and service-related records. 5. All Wage Subsidy funds disbursed to the SL Start shall be federal monies. No HSD state funds shall be transferred, disbursed or reimbursed to the SL Start under the terms of this contract. 6. Certify monthly SL Start billing invoices, which are subject to approval by the HSD Contract Manager, to ensure that expenditures meet all federal and state requirements. 7. Transfer TANF funds to SL Start, upon receipt of monthly invoices prepared by SL

	<p>Start that contain detailed fiscal documentation, including expenditures, to support the transfer.</p> <ol style="list-style-type: none"> 8. Supply the SL Start with related informational data to assist SL Start in performing services as stated in this Scope of Work. 9. Provide direction to the SL Start and selected location staff to ensure participation and collaboration with the SL Start.
<p>III. SL START RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. The NMW service provider will employ a minimum of 100 participants to be employed at the work sites participating in the Wage Subsidy service. A participant may be employed through the New Mexico wage subsidy service for a period of up to 12 months. 2. Pay participants no less than \$8.60 per hour or the city minimum wage, whichever is higher, unless another hourly rate is approved by the Human Services Department (HSD), Income Support Division. 3. Provide other benefits (includes but is not be limited to, health care coverage, paid sick leave, holiday and vacation pay) equal to those for new employees, or as required by state and federal law, whichever is greater. 4. Provide workers' compensation coverage for each subsidized employee; 5. SL Start shall give priority to hiring Wage Subsidy (WS) worker to Income Support Division (ISD) offices with vacant WS positions. 6. Maintain a designated contact person and/or service coordinator; 7. Submit to, and comply with, an annual Management Evaluation to be conducted by the HSD staff including completion of a Corrective Action Plan (CAP) if the HSD should determine that one is required; 8. Maintains a continuous list of Wage Subsidy candidates with minimum of ten (10) percent vacancy through the term of this contract. 9. Ensure proper slot allocation of Wage Subsidy positions to all approved offices by verifying with ISD Director's office; 10. Referred candidates file needs to contain the following: <ol style="list-style-type: none"> a. Candidate's resume;

- b. Copy of the candidate’s job description;
- c. Verification of education. (All relevant work experience and employment should be listed on the candidate’s resume and JIF;
- d. Work Experience (WE) placements site and direct supervisor’s contact information;
- e. The Employment Eligibility Verification Form (I-9);
- f. Copies of time sheets; and
- g. Case notes-at a minimum should include:
 - i. Where a participant has submitted job application or resumes which may lead to full-time unsubsidized employment;
 - ii. List of training that have been provided and/or attended;
 - iii. Copies of participants job site evaluation and/or job reviews;
 - iv. Document any case management services and/or referral for support services that have been made; and
 - v. Any challenges expressed by the participant and/or his/her supervisor and what actions were completed to address the challenges.

11. Ensure Wage Subsidy candidates meet the following criteria:

- a. Have sufficient work experience;
- b. Be an active participant in NMW;
- c. Be in “good standing” with HSD (No claims or sanctions and all current activity data entered into ASPEN NMW screens); and
- d. Verification of highest educational level attained;

12. Ensure to:

- a. Review NMW participant documents submitted for Wage Subsidy service and approve participant for referral to potential employer;
- b. Place all WS placements in public positions;
- c. Validate that the candidate meets the eligibility and position requirements for Wage Subsidy;
- d. Provides the participating worksite with a copy of the referral packet with Wage Subsidy checklist (attached) on candidates approved to be interviewed for selection into a Wage Subsidy position;
- e. Provides a one-day work readiness session for all candidates. This session should concentrate on educating the candidates regarding the work sites code of conduct;
- f. Provides case management to Wage Subsidy participants to include monitoring job performance to ensure job retention;
- g. Promotes permanent employment of the Wage Subsidy participant during

	<p>and at the completion of the service. After 60 days of participation in the program, the participant must submit at least four applications monthly to potential employers starting the 1st of the month;</p> <p>h. Ensures participant and employer properly complete their Agreement Form, maintains a copy of the form with other documents in participant's Human Resource (HR) file. Participant's HR file must include but not limited to:</p> <ol style="list-style-type: none"> i. Confidentiality Agreement; ii. Authorization to Release Information; iii. Wage Subsidy Clerk Job Description; iv. Excused Absence Tracking Form; v. Job Search Applications; vi. Felony Disclosure Letter; vii. Job Interest Form; viii. Resume; ix. Wage Subsidy Agreement; x. W-4; xi. I-9 with Direct Deposit Information; xii. Quarterly Evaluation Forms; xiii. Time Sheet and Leave Request Forms; xiv. Weekly Timesheets; xv. Embassy Handbook Acknowledgment; and xvi. Termination Letter. <p>i. Upon receipt of the participant's first check stub, reviews the check stub with participant to ensure appropriate deduction are listed;</p> <p>j. Provide additional mentoring and training for the non-selected candidates;</p> <p>k. Determines effective date of hire;</p> <p>l. Notifies the worksite of the effective date of hire;</p> <p>m. Prior to a participant's worksite placement, SL Start needs to monitor the completion of all required training by the participating worksite in the service;</p> <p>n. Initiates letter of termination to participant with copies to WFSB and the worksite, upon notification of non-compliance of a Wage Subsidy participant;</p> <p>o. Annual and sick leave: While participating in the NMW wage subsidy service, the participant is entitled to accrue a balance of both sick and annual leave, as provided by the employer;</p> <p>p. Monitors Wage Subsidy participant's Leave Without Pay (LWOP) to ensure such leave does not exceed allowable limit: 16 hours of unexcused absences in a calendar month or 80 cumulative hours during the wage subsidy term;</p> <p>q. Contacts the worksite one month before expiration of term to ensure job development is being undertaken to transition Wage Subsidy participant to unsubsidized employment;</p>
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- r. Notifies the concerned office when a Wage Subsidy participant is in non-compliance or voluntarily quits;
- s. Refers Wage Subsidy Service policy questions to the Work and Family Support Bureau; and
- t. Engage in ongoing communication with the Work and Family Support Bureau and all to ensure that TANF participants are meeting participation requirements in order to continue receiving childcare services.
- u. Participating Work Site shall:
 - i. Not require participants to work in excess of forty (40) hours per week;
 - ii. Ensure that the subsidized employment does not impair an existing contract or collective bargaining agreement;
 - iii. Ensure that the subsidized employment does not displace currently employed persons or fill positions that are vacant due to a layoff;
 - iv. Maintain health, safety and work conditions at or above levels generally acceptable in the industry and not less than those of comparable jobs offered by the employer;
 - v. Provide on-the-job training necessary for subsidized participants to perform their duties;
 - vi. Sign an agreement for each placement outlining the specific job offered to a subsidized employee and agreeing to abide by all of the requirements of the wage subsidy service;
 - vii. Inform the employer of any absences resulting in leave without pay;
 - viii. Proceed with termination of any New Mexico Wage Subsidy employee who has used an excess of 16 hours unexcused absences in a month or 80 cumulative hours over the course of the wage subsidy term; and
 - ix. Follow additional direction stated in ISD Interim Policy and Procedure Memorandum (IPP) 16-01.

13. Excused absences: Participants are entitled to unpaid excused absences at the discretion of the site supervisor or NMW service provider. A participant may not be allowed more than 16 hours of unpaid excused absences in any month or 80 hours cumulatively during the wage subsidy term, without good cause. Absences are approved by the site supervisor or by the NMW service provider.

Absences in excess of the accrued annual, sick and the unpaid excused absence totals will result in termination of the NMW wage subsidy activity and the participant will be subject to the conciliation and sanction process in accordance with regulation at 8.102.620 NMAC. The

	appropriate termination process dictated by the employer's human resources procedures shall be followed.
IV. FISCAL REQUIREMENTS	<ol style="list-style-type: none"> 1. Submit a Wage Subsidy budget using the template attached to this contract [Exhibit B] that must be approved by the Contract Manager designated by HSD, for operations cost. SL Start shall prepare a budget for the contracted amount that includes all line item elements as prescribed by the New Mexico Department of Finance and Administration (DFA) for: position, personnel, employee benefits, contractual services, transportation, maintenance/repairs, operating costs, capital outlay, etc., [http://www.dfafcd.state.nm.us/manuals/coa.pdf]. The budget must be provided to HSD by the 30th calendar day following the effective date of this contract. No payment shall be made under this contract unless the Contract Manager approves the service budget required under this contract. The approved budget shall provide the basis for the services provided under this contract. The budget shall not be altered without written approval of HSD. 2. Provide monthly invoices to the HSD containing documentation for all expenses. The Contractor shall submit an Expenditure Balance Report adhering to the Department of Finance and Administration (DFA) Expenditure Chart of Account (http://www.dfafcd.state.nm.us/manuals/coa.pdf) [EXHIBIT C1]. 3. Monthly invoices submitted by SL Start to the HSD must be received by the HSD no later than the 15th day of the month following the end of each month. Failure to adhere to this requirement may result in a reduction of available funds and non-payment of invoices. The carryover of funds between fiscal years shall not be permitted. HSD will make every effort to make payment to SL Start within 30 days from receipt of a correct invoice. 4. SL Start shall submit an Expenditure Balance Report adhering to the Department of Finance and Administration (DFA) Expenditure Chart of Account (http://www.dfafcd.state.nm.us/manuals/coa.pdf) [EXHIBIT C1]. 5. Adhere to the requirements of the Cash Management Improvement Act of 1990, as set forth at 31CFR 205. 6. Maintain fiscal records necessary for full accountability, comply with federal accounting and fiscal requirements applicable to handling of any federal funds, and follow Generally Accepted Accounting Principles and account for all receipts and disbursement of funds transferred or expended pursuant to this contract. 7. As fiscal agent, SL Start shall abide by its regulations and all fiscal matters compliant

	<p>with regulations of the New Mexico Procurement Code and the State Auditor's Office.</p> <p>8. Distribution of funds associated with this amendment:</p> <ul style="list-style-type: none"> a. Ensure that administrative costs do not exceed 10% of the amount allocated is this Amendment to administer the wage subsidy service. b. HSD will allow a reasonable cost not to exceed \$200,000.00 if this allocation be used for direct service program coordination and management of the Wage Subsidy service. c. All remaining funds are to be used on Wage Subsidy participant's wages and benefits. <p>9. Manage the funding made available by this contract by ensuring that monthly expenditures meet federal TANF and state requirements.</p> <p>10. Upon termination of this contract or after the services provided for herein have been rendered, surplus money, if any, shall be returned immediately by SL Start to HSD.</p> <p>11. Timely submit all reports and invoices to the Contract Manager at: Work and Family Support Bureau Income Support Division Human Services Department 2009 S Pacheco Street / P O Box 2348 Santa Fe, NM 87504</p>
<p>V. REPORTING REQUIREMENTS</p>	<p>Provide a monthly service and data report to HSD in a mutually agreed-upon format no later than the 15th day of each month. Report must include monthly and year to date (YTD) unduplicated totals by offices with participants name, ASPEN case ID and individual for the following:</p> <ul style="list-style-type: none"> 1. Number of referred candidates; 2. Number of candidates approved for interview; 3. Number of candidates completed interview; 4. Number of Wage Subsidy placed for the month 5. Number of participants placed; 6. Number of candidates that transitioned to unsubsidized employment; 7. Number of termination; 8. Number of worksites; 9. Number of new worksite developed in the month; 10. New types of positions developed.



HSD Blackboard Registration

SL Start

Date: _____

HSD Local Office Point of Contact Email: _____

HSD Office Location and Division: _____

- Save form to computer before completing or changes will be lost. Fax this form to OHR Training (505)476-6260 or email to HSD.OHRTraining@state.nm.us.
- Registration confirmation and access instructions for Blackboard **will be emailed to the Point of Contact for distribution to the SL Start employee.**

The HSD Local Office Point of Contact Responsibilities:

- Ensure all mandatory trainings are completed prior to access to HSD systems and thereafter as required.
- Collect and record the signed acknowledgments. Do not send acknowledgment forms to OHR Training.

No.	First Name	Last Name	Email Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Wage Subsidy Timesheet

- Participant Name (print legibly): _____
- Wage Subsidy Job Site: _____
- Week Beginning: _____

Use ink only; no pencil or White-Out on the timesheet. Initial all changes.

Work Schedule (show as times, e.g., 1-4):

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8-5	8-5	8-5	8-5	8-5	Off	Off

Annual Leave (Accrued PTO)

PTO Balance: _____

Signed timesheet due date: biweekly on Fridays by 10:00 a.m.

Timesheets may be emailed to: wagesubpay@slstart.com

It is your responsibility to turn in your signed timesheet, to make sure you are paid.

Max. Allowable Hours per Week: 40

Hours Worked, with Start and End Times								Absences, in Hours				
Day Worked	Date Worked	Start Time	Out for Meal Break	Back from Meal Break	End Time	Total Hours Worked	Holiday Hours	PTO	Leave Without Pay	Unexcused Absences	Good Cause: Yes/No	Bereavement/ Jury Duty
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
	Total Hours											

- Week Beginning: _____

Max. Allowable Hours per Week: 40

Hours Worked, with Start and End Times								Absences, in Hours				
Day Worked	Date Worked	Start Time	Out for Meal Break	Back from Meal Break	End Time	Total Hours Worked	Holiday Hours	PTO	Leave Without Pay	Unexcused Absences	Good Cause: Yes/No	Bereavement/ Jury Duty
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
	Total Hours											

I certify that the information contained on this timesheet is true and correct.

Participant Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____

Coordinator Signature: _____ Date Signed: _____

Timesheet Instructions

Timesheets must be neat and easy to read:

1. Timesheets must be completed in dark ink, not pencil
2. Liquid Paper or White-Out is not allowed on timesheets
3. Timesheets must be legible, or we will ask you to redo them
4. You must initial any cross-outs

Timesheets must be accurate:

1. Add any hours in the “Absences” section of the timesheet under “PTO,” “Leave Without Pay,” or “Bereavement/Jury Duty” columns. Add any hours worked to the “Total Hours Worked with Holidays” column. The total hours entered in the “Absences” and “Hours Worked” sections should always account for a 40-hour work week.
2. For any absences, the employee must call in to the worksite supervisor to explain the situation on or before the day you are to report to the worksite. We will consider a failure to do so as a No Call/No Show.
3. Employees must work 8 a.m. to 5 p.m. We require a one-hour meal break. Meal breaks are unpaid. Do not include time spent on meal breaks in the “Total Hours Worked” column.
4. Participants are entitled to unpaid excused absences at the discretion of the site supervisor or NMW service provider. A participant may not get more than 16 hours of unpaid leave in any month, or 80 hours total during the wage subsidy term. Leave must be with good cause and approved by the site supervisor.

Please make sure that you email your timesheet biweekly on Fridays to wagesubpay@slstart.com by 10:00 a.m.

Failure to turn in a signed timesheet by the due date will result in a delay in your payroll processing. You MUST sign a Timesheet Correction form before late hours can be submitted.