



State Manager Weekly Timecard Approval

Below is the process for Manager timecard approval using the vendor management system, (VMS) DotStaff.

State Managers using this program are responsible for approving/denying timecards weekly.

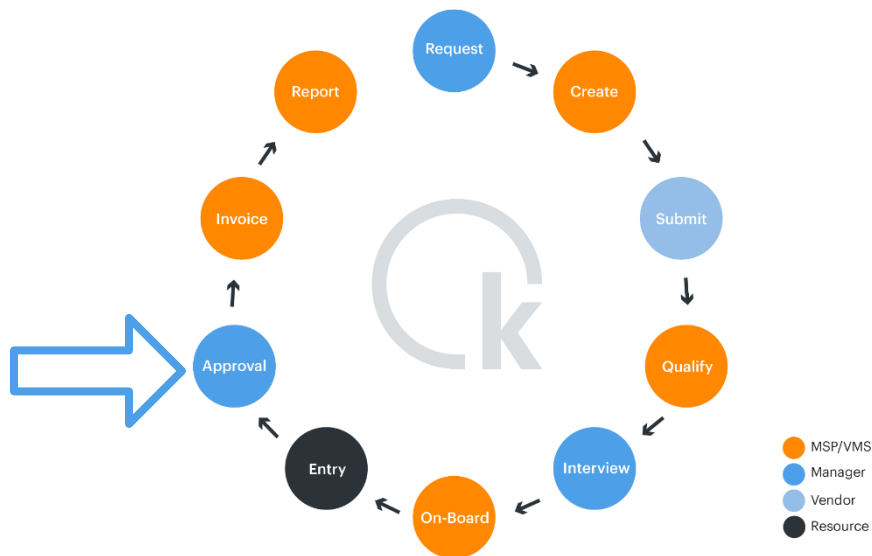
By approving weekly resource timecards, the approving Manager verifies and accepts that all submitted hours were worked and that the work performed was acceptable.

The below link is available on the State Manager Page for reference to approve time and provide a rating on your contractor(s):

[UTMSP Manager Training Tutorial - Resource Performance Rating](#)

This link will always be available to you on the Manager Page:

[Utah MSP Program Information for Managers – Knowledge Services](#)



Time Approval Process (indicated in above image):

- If a State Manager has time awaiting approval, dotStaff sends an auto-generated email reminder weekly (this occurs on Mondays).
- State Managers are to review timecards for approval weekly. Approvals need to be completed on Tuesday before noon (MDT).
- Your approval in dotStaff is approving DTS to pay the invoice. Please ensure all time in the timesheet is accurate before approving.
- Knowledge Services can only invoice after the manager approves the timecard in dotstaff.
- Vendors are not to pay their employees until the time is approved. **Note:** Delaying the approval of time delays the payment to the contractor.

- Knowledge Services invoices the State weekly.
- The purpose of approving time weekly is for reporting to be current and accurate.