FY25 – FY26 PO Cutover

Contractor Staff entering Timecards in dotstaff

- **No changes for the contractors' dotstaff timecard. They complete and submit after the full week is completed.**
    - Contractors simply enter their time as normal but must submit on or before July 7th.
    - Managers must review (Approve or deny time) before noon on July 8th.
- **Week of Saturday June 28th – Friday July 4th.**
    - Please be aware of July 4th holiday. Only approve hours if worked. Expecting that week to have less hours submitted.
    - If you have internal timecard instructions that differ, contractors may get confused. Remind them that Dotstaff time is to be entered as normal. No change. Submit time after their full work week is complete. For most that will be Thursday.
    - To meet the quick turnaround and closeout for DTS accounting, we need all time in FY 25 approved no later than **July 8th** by noon. (DTS will receive the invoice, Broken out by FY that Thursday.)

State Manager to complete as soon possible but before Jun 14th.

- [**KS FY25 Carry Over FY 26 - Google Sheets**](#) This is the link for managers current projects. **Please enter the ELCID that will be utilized for FY26.**
    - If that project is ending, please enter, "End"
    - If the same ELCID will be utilized, enter the ELCID
    - If you have a new ELCID, Enter your FY26 ELCID for that task
    - Manager can only Enter in the FY26 ELCID section
    - **Note Staff Augmentation Tab and Project SOW tab.**
- **FY26 New Project title request tab**
    - This is open, if you have things like a new manager change for the project, etc. Enter anything new, changes or not listed that you would like created for FY26.
- Once the FY26 ELCID projects are completed by the manager, we have dotstaff create that project task in dotstaff.

For any questions, concerns or assistance, please reach out to utmsp@knowledgeservice.com