**UNIT** | **SHARED SERVICES CENTER** | **CENTRAL OFFICES**



**UNIT**

START

Employee needs to submit a timesheet but does not have access to ETS

Employee submits temporary timesheet through UMBC portal.

Unit submits RT ticket with names of individuals who have submitted temporary timesheets.

RT ticket is auto route without unit approval.

*Unit cancels ticket*

*Unit Approves*

**SHARED SERVICES CENTER**

Ticket received: Auto-routed to preparer

Temporary timesheets are saved to the appropriate pending folder

Temporary timesheet is processed with time entry

Approver compares time entry to submitted timesheet

*Corrections Needed*

*Appears Accurate*

**CENTRAL OFFICES**

Time entry processes hours

**Ticket Resolved**