

Thursday, November 30, 2023

To All AARP Foundation SCSEP participants and host agency supervisors

AARP Foundation SCSEP is phasing out the use of faxes to send and receive participant timesheets. Supervisors must ensure that the Project Site Office has the correct email address for both the primary and alternate supervisor by emailing those email addresses to the AARP Foundation SCSEP office as soon as possible. As emails are confirmed by the Project Site Office, timesheets will be emailed to the supervisors instead of faxed. **On the last day of the pay period that the participant trains**, completed timesheets must be submitted by supervisors to AARP's Payroll System via 1 of the following methods:



1. EMAIL (1st Choice): timesheets@aarp.faxlogic.com
2. UPLOAD (2nd Choice): <https://www.scsep.org/Pay/open/timesheetupload.aspx>.

Only official AARP Fdn SCSEP timesheets should be submitted to the Pay Manager system. Any other documents such as coversheets, notes, job search records, etc. must be sent directly to the Project Site Office.

Supervisors unable to access to the internet and/or email must contact the AARP Foundation SCSEP office as soon as possible to discuss alternate options.

REMINDER OF TIMESHEET DEADLINES:

1. Timesheets must be completed, signed, dated, and emailed or uploaded into the Pay Manager System **on the last day of the pay period that the participant trained**. Usually the last Friday of the pay period.
2. **On rare exception** when the supervisor or participant are not available to submit the timesheet on the last day of the pay period, timesheets can be submitted on the Monday of the following week no later than close of business
3. **LATE TIMESHEETS**: Timesheets submitted to the Pay Manager System after COB Monday will **not** be included in the payroll and instead will be processed during the next payroll cycle 2 weeks later.
 - a. **WARNING: This will result in the participant not receiving their paycheck on time and will instead need to wait 2 weeks to receive their paycheck in the following payroll cycle.** As always, we appreciate your continued assistance to ensure participants receive their pay on time.

INSTRUCTIONS: Email or Upload Timesheets to Pay Manager

1. Complete the timesheet as shown below

- Fill in Ovals Completely
- Fill in the Zero Oval for days not trained
- Enter Supervisor Hours
- Participant **AND** Supervisor Sign **AND** Date on the **last day of the pay period** that the participant trained
- Email or Upload on the **last day of the pay period** that the participant trained



SCSEP Timesheet

File No: _____ Site No: _____

Participant: _____

SCSEP Phone: (804)204-5055

SCSEP Email: scoone@aarp.org

SCSEP Location: 801 E Street, NW Washington, DC 20049

Assignment: _____

Work Schedule: _____

Comments: 189

Supervisor: _____

Phone: _____

Fax: _____

EXAMPLE: Due to the Holiday on Friday, please fax timesheets in on Thursday.

Zero Hours

Sample = 4.5 hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fill in Circles Completely

Mark Time to Nearest 1/2 hr

00512000000000000006092019

I certify that the hours reported on this timesheet are correct.

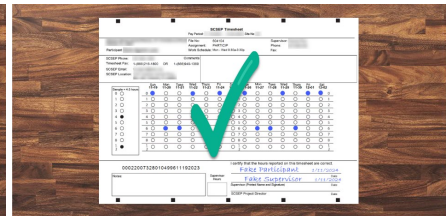
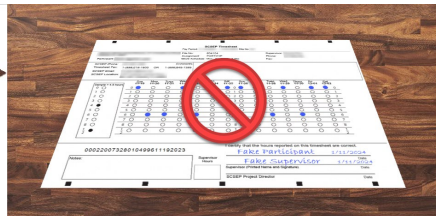
Supervisor Hours: _____

Supervisor (Printed Name and Signature): _____

SCSEP Project Director: _____

Enter # of Hrs of Direct Supervision

2. Scan the timesheet as a .pdf or jpeg image or using your phone, take a picture of the timesheet.
- Don't take a photo at an angle. Ensure the phone is centered straight above the timesheet
 - Ensure all Black Markers are included in the picture frame



3. EMAIL: Create an email and address it to timesheets@aarp.faxlogic.com. Enter the participant's file # into the email subject line. Attach the file to the email and send the email

SCSEP Timesheet

Pay Period: 11-19-2023 - 12-02-2023 Site No: 22

File No: 404144

Assignment: PARTICIP

Work Schedule: Mon - Wed 9:30a-3:30p

Participant: _____

SCSEP Phone: _____

SCSEP Email: _____

SCSEP Location: _____

Comments: _____

Sample = 4.5 hours

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27

404144

timesheets@aarp.faxlogic.com

404144

Timesheet.PDF (9K)

Send

4. UPLOAD: Go to <https://www.scsep.org/Pay/open/timesheetupload.aspx>. Enter the participant's file # into the requested field. Attach the file to the email and send the email

SCSEP Timesheet

Pay Period: 11-19-2023 - 12-02-2023 Site No: 22

File No: 404144

Assignment: PARTICIP

Work Schedule: Mon - Wed 9:30a-3:30p

Participant: _____

SCSEP Phone: _____

SCSEP Email: _____

SCSEP Location: _____

Comments: _____

Sample = 4.5 hours

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
11-19	11-20	11-21	11-22	11-23	11-24	11-25	11-26	11-27

Timesheet Upload Portal

Enter File Number

404144

Upload Document

Choose File No file chosen

Upload