



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



PAUL R. LEPAGE
GOVERNOR

AVERY T. DAY
ACTING COMMISSIONER

MEMORANDUM

To: EPA Superfund Match Auditors
From: David Wright, Director Division of Remediation, Bureau of Remediation and Waste Management
Date: January 14, 2016
RE: Description of the Maine Personnel Cost Tracking System on Superfund Sites

Tracking of Personnel Hours: Since November of 2003 Maine Government has used an electronic timesheet system: the Timesheet and Attendance Management System (TAMS).

In that system, staff uses a unique login name and password to access the system. The staffer enters the hours claimed during the work week, according to regular or leave time, funding source, category of task worked on, activity and site name. Comments are added for further description. Below is a screen shot of the data entry screen used by a staffer.

Week 1

Su Nov 08	M Nov 09	Tu Nov 10	W Nov 11	Th Nov 12	F Nov 13	Sa Nov 14	Description	Project	Task	Cost Center	Activity	Site	Total
							HOLIDAY	D SMOA	ADMINISTRATION		NOT AT WORK	D SMOA	8
	3	3		3	3		REGULAR	SOLID WASTE MANAGEM	ADMIN		PROG MGMT/IS	SOLID WASTE	12
		1.5					REGULAR	UNC. SITE S FUND	UNC. SITE S FUND		PROG MGMT/IS	BEALS LINEN,	1.5
				1			REGULAR	UNC. SITE S FUND	UNC. SITE S FUND		PROG MGMT/IS	UNCONTROLLE	1
	4	3.5		4	5		REGULAR	D SMOA	ADMINISTRATION		PROGRAM MG	D SMOA	16.5
	1						SICK	D SMOA	ADMINISTRATION		NOT AT WORK	D SMOA	1
	8	8	8	8	8		Hours Week 1	40	Total Pay Hrs	40	Total Non-Pay Hrs	0	

Week 2

Su Nov 15	M Nov 16	Tu Nov 17	W Nov 18	Th Nov 19	F Nov 20	Sa Nov 21	Description	Project	Task	Cost Center	Activity	Site	Total
	3	3	3	3	3		REGULAR	SOLID WASTE MANAGEM	ADMIN		PROG MGMT/IS	SOLID WASTE	15
		.5					REGULAR	UNC. SITE S FUND	UNC. SITE S FUND		PROG MGMT/IS	SCHOPPEE S G	0.5
				1			REGULAR	UNC. SITE S FUND	UNC. SITE S FUND		PROG MGMT/IS	YANKEE STRIP	1
	5	4.5	5	4	5		REGULAR	D SMOA	ADMINISTRATION		PROGRAM MG	D SMOA	23.5
	8	8	8	8	8		Hours Week 2	40	Total Pay Hrs	40	Total Non-Pay Hrs	0	

Update Comments

Comment (date is required when adding a comment)

Comment	Date	Entered By	Entered Date
D SMOA - THIS PAY PERIOD - PROGRAM MGT/SUPERV. (FED): PROJECT STATUS REVIEWS & BUDGET TRACKING; REVIEW ARARS & TBCS; TIME SHEETS; PERSONNEL ISSUES & DEPLOYMENTS; COMMUNICATION MEETINGS: BMT, DMT, FF UNIT SUPERVISOR. TRACK CURRENT CA & DEVELOP FUTURE CA	11/09/2015	WRIGHT, DAVID W	11/23/2015 08:30 AM
SOLID WASTE - PROG MGMT/SUPERVISION NON-FED - THIS PAY PERIOD: DISCUSS MLC&R PROJECTS, REIMBURSEMENT FUNDING; DIVISION COORDINATION MEETINGS	11/09/2015	WRIGHT, DAVID W	11/23/2015 08:30 AM

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17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

Once the data is entered, the staffer affixes his electronic signature via a password to the timesheet and clicks on an 'Accept/Sign' button. Text before this button states **“By entering my electronic signature and pressing 'Accept/Sign', I am certifying that I have worked on the indicated cost objectives/activities/programs”**.

The staffer's immediate supervisor then enters the system, and reviews the timesheet. The supervisor may either (1) accept, (2) modify and approve, or (3) reject the timesheet. Modifications require the staffer to “sign” his or her timesheet again to verify that the modifications are accurate. Rejections require the staffer to fix and sign the timesheet again. To accept the timesheet, the supervisor clicks on an 'Accept/Sign' button. Text before this button states, **“By entering my electronic signature and pressing 'Accept/Sign', I am certifying that this person worked on the indicated cost objectives/activities/programs.”**

All timesheets are then reviewed by accountants in the Natural Resources Service Center (NRSC), and then locked down. The information in the database is used to issue paychecks to all state employees.

Accounts at the NRSC and within the Financial Division of the State Agencies can extract data from the TAMS.

The staff time provided to EPA for the Eastland Woolen Mill Superfund credit request was extracted from the TAMS, and is a true and accurate accounting of staff time spent on the Eastland Woolen Mill site. Hours that are eligible for match were denoted with a special “cost center” in the TAMS (see screen shot above for this column). For hours that are not eligible for match that were spent on the site, the special cost-center was not selected. In this way the certifications and protections built into the State of Maine's TAMS were used to document, using best accounting practices, hours that are eligible for match.