knowledge services

Lunch and Learn

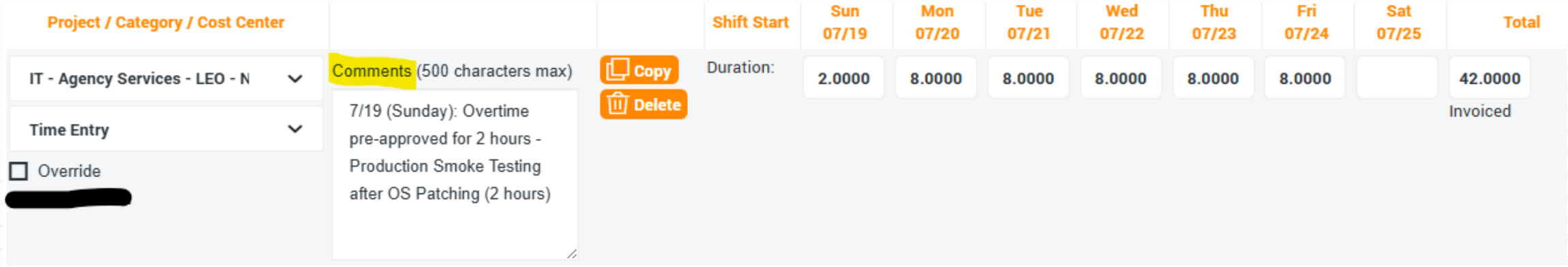
November 2026

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OT & Holiday Report: Comment Requirements

- Resources should not work overtime or State holidays without prior approval
  - Comments are required when a resource submits more than 40 hours per week
- A clear business justification must be provided for any additional hours worked
  - Examples may include specific tasks, assignments, projects, or responsibilities that required extra time
- Detailed comments help prevent approval delays and reduce follow-up questions from Procurement
  - Procurement will review submissions weekly and escalate any missing documentation to the appropriate manager
- Consistent documentation supports program compliance, reporting, and oversight
- Any use of "comp" time for resources is strictly forbidden



Timesheet Approval Process

Reminders

- Resource enters and submits time in dotStaff
  - A timesheet in Draft status is not visible to the Hiring Manager.
  - Timesheets must be approved by the designated time approver by 4pm ET every other Tuesday
- Manager is responsible for reviewing time entries, and confirming time is submitted in correct format
  - Please explain to resource how important it is to select correct PO and project
  - Timesheets must be submitted and approved within 90 days of the work being performed
  - Falsification of time entry and subsequent approval of falsified time is considered fraud, and both submitter and approver can be held criminally liable

dotStaff Steps

- Select Time/Projects
- Click Approve Time
  - Only timesheets in Awaiting Approval status will appear
- Review the time entries before choosing to approve or deny
  - Click the Arrow to view an expanded version of the week
  - For even greater detail, double click on the weekly entry to view the Time Summary, Status History, and Approval History
- Check the box associated with the Time Entry to approve or deny

SOMI Hiring Manager FAQs

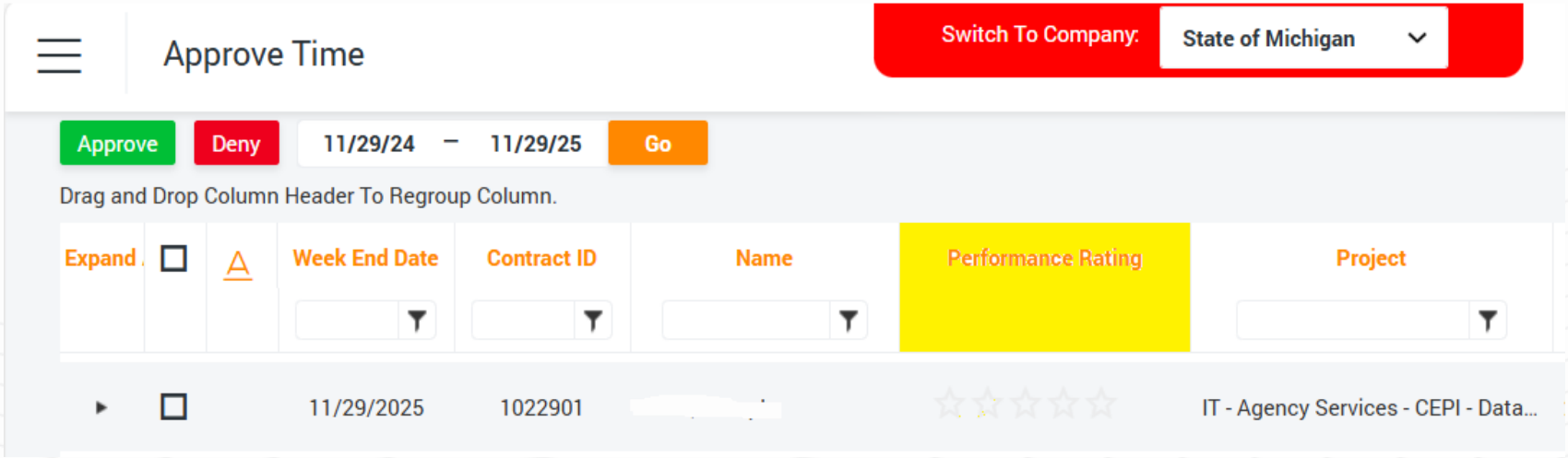
- What happens when a contractor is requesting to Work from Home?
  - Contact MIMSP and direct the contractor to work with their vendor regarding the request. MIMSP will coordinate the approval process and next steps
- A contractor is asking why they did not receive a rate increase. Why might this happen?
  - Do not discuss rate increase details directly with the contractor. MIMSP will communicate with the vendor, who is responsible for discussing any approved rate changes with the contractor
- What is the process for returning State-issued equipment when a contractor is no longer on assignment?
  - Notify MIMSP of any State-issued equipment that needs to be returned. MIMSP will coordinate the return process directly with the vendor.
- A vendor contacted me about joining the program. What should I do?
  - Forward the email to MIMSP for review, no need to respond to the vendor
- What should I do if a vendor contacts me directly to bypass the dotStaff process?
  - Forward the communication to MIMSP immediately. MIMSP will address the matter directly with the vendor and submit a formal warning
- What should I do if a contractor's performance is not meeting expectations?
  - Contact MIMSP to discuss performance concerns. MIMSP will work directly with the vendor on corrective action and documentation. Managers should continue to provide feedback through the Weekly Performance Ratings process

SOMI Hiring Manager Reminders

- Notify the MIMSP team when a contractor is ending- provide the end date and reason for ending
- Job Postings will need to be fully approved before your request can be made active in dotStaff
- Hiring managers do not need to schedule interviews, please provide your availability and the MISMP team will do this for you
- Time must be submitted in Quarter Hour (0.25, 0.50, 0.75, 1) intervals
  - Reject any hours that are not submitted in .25-hour increments
- Provide an updated job description before our Req Intake Call when submitting a new job posting request
- Interview requests that include a panel interview must provide the names of all participating hiring managers and interviewers to our team at the time of scheduling
- If you suspect AI assistance during an interview, notify the MIMSP team so we can address the concern with the vendor immediately
- Annual Interested Vendor Call update- March 2027

Weekly Performance Ratings

- We strongly encourage managers to provide a weekly performance rating for their resources when approving timesheets in dotStaff
- Regular ratings help our team proactively identify and address performance concerns with the vendor before they escalate
- Ratings can be submitted using full-star or half-start increments
- Managers also have the option to leave additional written feedback
- To add comments, first select a star rating, then click the comment box and enter your feedback
- Consistent feedback helps drive timely coaching, performance, improvement, and overall resource success



Financial Services

dotStaff Time Entry Considerations

- dotStaff **WILL** allow time entry and approval for POs with an expired end date, **HOWEVER** that time will not invoice until a new PO or an extension of the current PO is received and processed.

- dotStaff **WILL** allow time entry and approval for POs that have run out of hours and that time **WILL** invoice. However, Accounts Payable **will not** be able to pay the invoice in SIGMA.

Hours Worked and PO Hours

- Managers should periodically monitor remaining hours on the PO.
  - This is extremely important as the PO gets close to its expiration date.
  - If the resource is working more than 40 hours a week, the PO will most likely run out of hours before the expiration date.
  - **Please be proactive by obtaining agency budget approval and contacting FS to add hours to the PO before it runs out.**
  - Please notify FS if you want to use up all the hours on a PO before switching to a new PO as we will have to adjust the coverage dates.

In Conclusion

Please contact us if you have any questions or concerns.

We are here to help.

- Mailbox: DTMB-KS-Procurement@michigan.gov
- Lisa Feury: FeuryL@michigan.gov
- Michael Mahakian: MahakianM@michigan.gov
- Amy Harms: HarmsA@michigan.gov

It is best to send emails to the Mailbox-all three of us are monitoring it so you will receive a quicker response.

Questions?