

Public Health Corps Fellowship Supervisor Timesheet Approval Process

Policy as of 8/1/2024

Purpose

The purpose of this policy is to outline the procedures for supervisor timesheet approval of direct report fellows under the Public Health Corps 2.0 Program by way of employment through Staffing Solutions Organization (SSO) from the Public Consulting Group (PCG) Project Team. As part of NYSDOH contract requirements for the Public Health Corps Fellowship program, we must show supervisor approval of all staff hours worked for vouchering and auditing purposes.

Process

1. Designated supervisors on the Public Health Corps 2.0 program will receive a monthly email including two pay periods from NYLHD@pcgus.com with timesheet information from your designated PHC Fellows. In this email there will be several items to review:
 - a. Excel sheet of individual time punches for each staff member
 - b. Excel sheet of individual travel expenses (if applicable)
 - c. Summary in the body of the email of total hours worked per pay period of staff
 - d. **Please note:** Approval emails are designated for hours worked only. PTO, Holidays, and other time away from work will not be included in the approval process.
2. After review, the time and travel can either be approved or approved with specified changes:
 - a. If hours and travel are correct, please reply “approved” to the email
 - b. If there are changes needing to be made, please detail those items that are not correct. The PCG and SSO team will follow up with fellows in order to confirm their time work and make needed changes in the payroll system, Dayforce.
3. To note, there is also a supervisor survey included in the attached email where you are able to raise concerns or give kudos to fellows you are working with.

Questions/Inquiries

For any questions or inquiries related to timesheet and travel approvals please contact Keaton Prashaw (kprashaw@pcgus.com) or your PCG Project Team point of contact:

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