



Tips to Ensure Timely Payments: Know Your Role

Role	Responsibility	Impact of Steps Missed
IT Services Suppliers	<ul style="list-style-type: none"> • Present and communicate to workers that are on assignment with the State of Wisconsin the 2007 Standardized Invoice Calendar, Bi-Weekly Invoice Schedule and Tips for Ensuring Timely Payments. • Ensure their workers submit time and expense sheets on a timely basis • Research within InSite issues raised by their employees/contractors to attempt to resolve any misunderstandings prior to contacting Comsys • Review the Timesheet Status Report and remind employees/contractors to complete them on time. • Contact the State IT Services Contract Manager of issues not being responded to by Comsys within 5 business days. 	<ul style="list-style-type: none"> • Could result in misunderstanding of payment dates by your workers • Consumes administrative time which could be avoided • Could result in payments from Comsys being delayed to IT Services Supplier
IT Services Contracted Personnel	<ul style="list-style-type: none"> • Enter Time/Expense Sheets completely and accurately by Monday Noon, for the prior week time • Direct any questions or concerns about the application of this process to their IT Services Supplier 	<ul style="list-style-type: none"> • Incomplete and/or inaccurate timesheets could result in time not being included in the current pay cycle. • Could result in payments from Comsys being delayed to their IT Services Supplier • Consumes administrative time which could be avoided



<p>Agency Hiring Managers and Timesheet Approvers</p>	<ul style="list-style-type: none"> • Review and Approve Timesheets for completeness and accuracy by Tuesday Noon for prior week time. • Make sure Contracted Personnel are completing timesheets on a timely basis • Set Proxies in tool or contact VMS program office in your absence, instruct proxies in the procedures for approval in a timely manner. • Proxies should make sure that timesheets are approved per the schedule 	<ul style="list-style-type: none"> • Incomplete and/or inaccurate timesheets could result in time not being included in the next pay cycle. • Could result in payments from Comsys being delayed to IT Services Supplier • Consumes administrative time which could be avoided • Approving Timesheets and Expense sheets in error cause additional work for AP and could result delayed payment to IT Services Suppliers
<p>Agency Accounts Payable Departments</p>	<ul style="list-style-type: none"> • Enter invoices from Comsys and schedule for payment on or before 20 calendar days from the Consolidated Invoice date • Where possible, if payment date falls on a weekend or holiday when state offices are closed, schedule payment to be mailed the last business day before the weekend or holiday. • Research and resolve any open invoices and pay Comsys immediately upon resolution. • Provide 2 or more names to receive email notifications of consolidated invoices 	<ul style="list-style-type: none"> • Could result in payments from Comsys being delayed to IT Services Supplier • Consumes administrative time which could be avoided
<p>Comsys</p>	<ul style="list-style-type: none"> • Mondays - Run Timesheet Status Reports and notify suppliers of Timesheets in Draft status. • Tuesdays - Run Timesheet Status Reports and notify Hiring Managers/Timesheet Approvers of timesheets in Pending Approval Status at least three hours before cut-off. • Ensure consolidated invoices are submitted to State Agencies per the schedule 	<ul style="list-style-type: none"> • Could result in payments from Comsys being delayed to IT Services Supplier



	<ul style="list-style-type: none"> • Ensure payments are made to IT Services Suppliers within 10 days of receiving payments from the State Agencies 	
State IT Services Contract Manager	<ul style="list-style-type: none"> • Monitor state agencies and Comsys' for compliance of the contract as it pertains to payments • Serve as a point of escalation for State Agencies, Suppliers and Comsys. 	<ul style="list-style-type: none"> • Lack of contract enforcement