



# ATS Resourcing Tool User Guide

<http://iaq.aig.net/ats/main/login.aspx>

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<i>Modified By</i>	<i>Umair Zaeem</i>

## ATS Timesheet – USER GUIDE

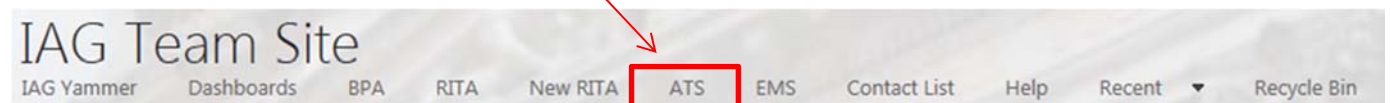
Access to the Audit Time System (**ATS**) is granted to all employees of the Internal Audit Group. Timesheets are weekly reflections of hours for audits, time off or other audit activities. The date of the timesheet will be reflected by a from-to date starting with Monday and ending with the following Sunday. *Please note, ATS Timesheets are due EOD Friday*

The following link will guide you to ATS

<http://iag.aig.net/ats/main/login.aspx>

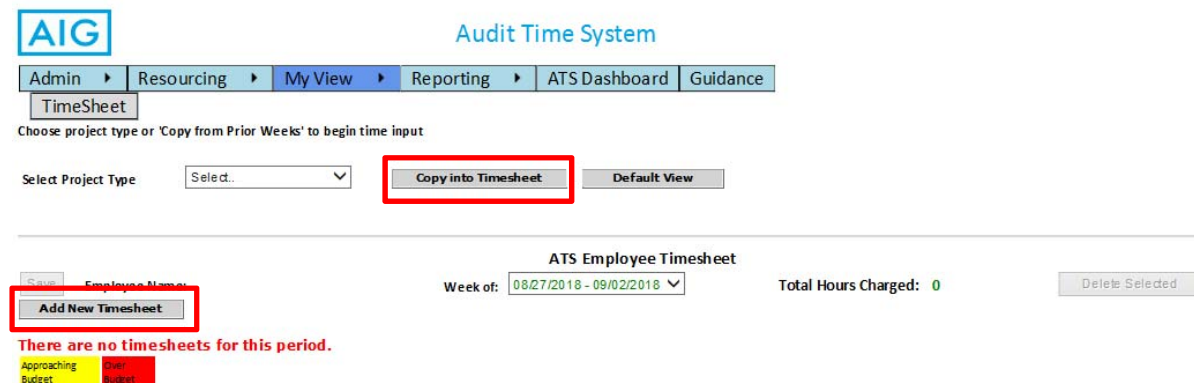
Alternatively, you can access via the Internal Audit Group on SharePoint

<https://share.connect.aig/teams/IAG/default.aspx>



To begin; you can start a new timesheet, or can select Copy into Timesheet to copy the prior week's timesheet records into the current period. This is helpful because most auditors work on the same projects for several weeks.

Otherwise, click Add New Timesheet > Select Project Type > Audit (to load audits from the plan).



As shown below; use the Filter by Segment, Functioning MD, Functioning Lead, IT MD, IT Lead, Actuarial MD or Actuarial Lead to find audits from the plan. Filter by all or any combination of these

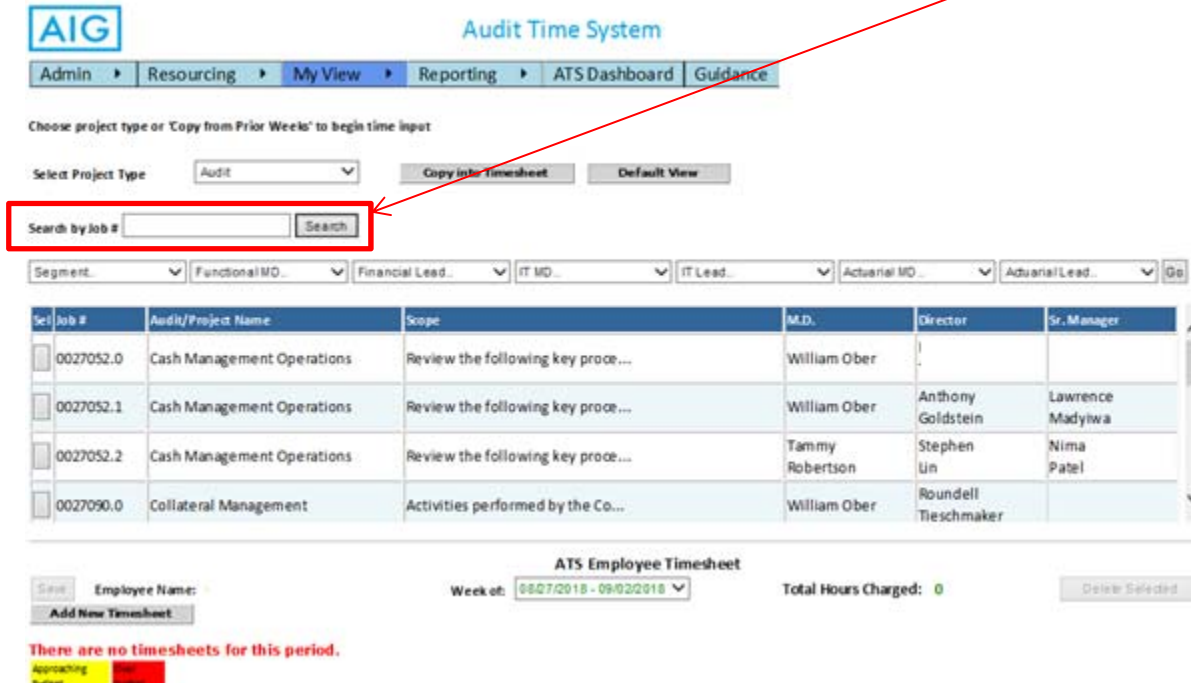
## ATS Timesheet – USER GUIDE

fields to find your audit.

Once selected click .

If you know the audit number, Search by it in the Search by Job# field and select





**AIG Audit Time System**

Admin | Resourcing | My View | Reporting | ATS Dashboard | Guidance

Choose project type or 'Copy from Prior Weeks' to begin time input

Select Project Type:

Search by Job #

Segment:  Functional MD:  Financial Lead:  IT MD:  IT Lead:  Actuarial MD:  Actuarial Lead:

Job #	Audit/Project Name	Scope	M.D.	Director	Sr. Manager
0027052.0	Cash Management Operations	Review the following key proce...	William Ober		
0027052.1	Cash Management Operations	Review the following key proce...	William Ober	Anthony Goldstein	Lawrence Madywa
0027052.2	Cash Management Operations	Review the following key proce...	Tammy Robertson	Stephen Lin	Nima Patel
0027090.0	Collateral Management	Activities performed by the Co...	William Ober	Roundell Tieschmaker	

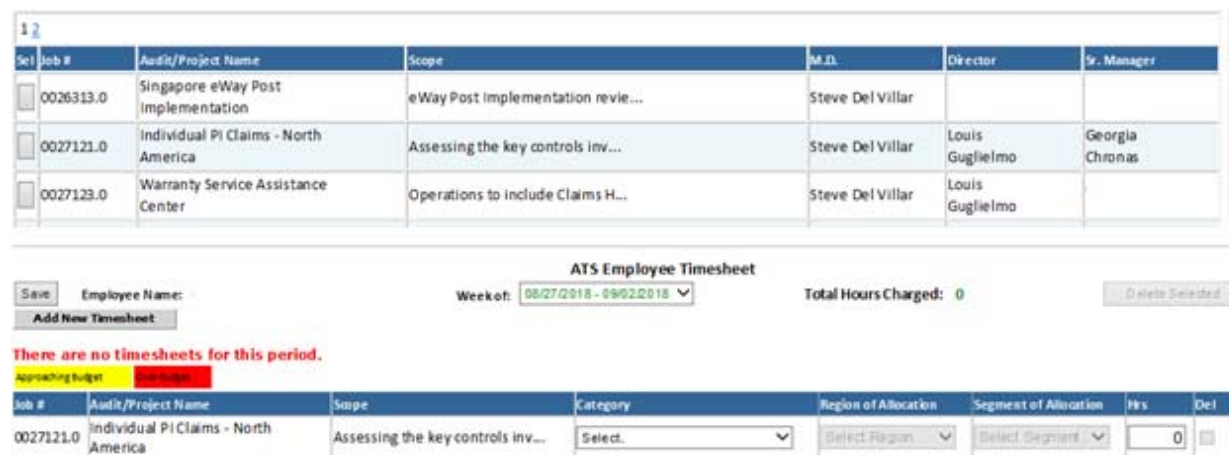
**ATS Employee Timesheet**

Save Employee Name:  Week of:  Total Hours Charged:

**There are no timesheets for this period.**

Approaching Budget Warning Error

After, a running list will appear depending on how you have searched for the audit. Once that is done, select a job from job list. The selected job adds an entry line in the new timesheet.



**ATS Employee Timesheet**

Save Employee Name:  Week of:  Total Hours Charged:

**There are no timesheets for this period.**

Approaching Budget Warning Error

Job #	Audit/Project Name	Scope	Category	Region of Allocation	Segment of Allocation	Hrs	Del
0026313.0	Singapore eWay Post Implementation	eWay Post Implementation revie...					
0027121.0	Individual Pi Claims - North America	Assessing the key controls inv...					
0027123.0	Warranty Service Assistance Center	Operations to include Claims H...					

Job #	Audit/Project Name	Scope	Category	Region of Allocation	Segment of Allocation	Hrs	Del
0027121.0	Individual Pi Claims - North America	Assessing the key controls inv...	Select...	Select Region	Select Segment	0	

## ATS Timesheet – USER GUIDE

To load the correct Category, go directly into the line item and choose a category from the drop down and add hours (Hrs) worked to each project selected (this can be changed at any time). You can then continue to add Jobs by project type in this manner until the Weekly Timesheet is complete.

Job #	Audit/Project Name	Scope	Category	Region of Allocation	Segment of Allocation	Hrs	Del
0026116.0	Aerospace	Comprehensive review of the Ae...	Select..	Select Region..	Select Segment..	0	<input type="checkbox"/>
			Select.. Reporting/Wrap-up Planning Fieldwork	Select Region.. APAC EMEA Japan Latin America North America	Select Segment.. Actuarial Claims & Operations Commercial Compliance Consumer Finance HR/Strat/Admin Investment Risk Management Technology		

Once the timesheet entries are complete, select **Save**. Total Hours Charged will also be reflected once saved. You also have the option of also deleting any selected. Simply select the line item you want

to delete and click

Delete Selected

Save

Employee Name:

Week of: 08/27/2018 - 09/02/2018

Total Hours Charged: 35

Delete Selected

Approaching Budget

Over Budget

Job #	Audit/Project Name	Scope	Category	Region of Allocation	Segment of Allocation	Hrs	Del
0027121.0	Individual PI Claims - North America	Assessing the key controls inv...	Fieldwork	Select Region..	Select Segment..	28.0	<input type="checkbox"/>
A999999	Time Off	N/A	Time Off	Select Region..	Select Segment..	7.0	<input type="checkbox"/>

You can also select to Copy into Timesheet. This allows you to copy the previous week's record. From the Deafault View > select > Copy into Timesheet



### Audit Time System

Admin > Resourcing > My View > Reporting > ATS Dashboard > Guidance

TimeSheet

Choose project type or 'Copy from Prior Weeks' to begin time input

Select Project Type

Select..

Copy into Timesheet

Default View

Save

Employee Name:

Week of: 08/27/2018 - 09/02/2018

Total Hours Charged: 35

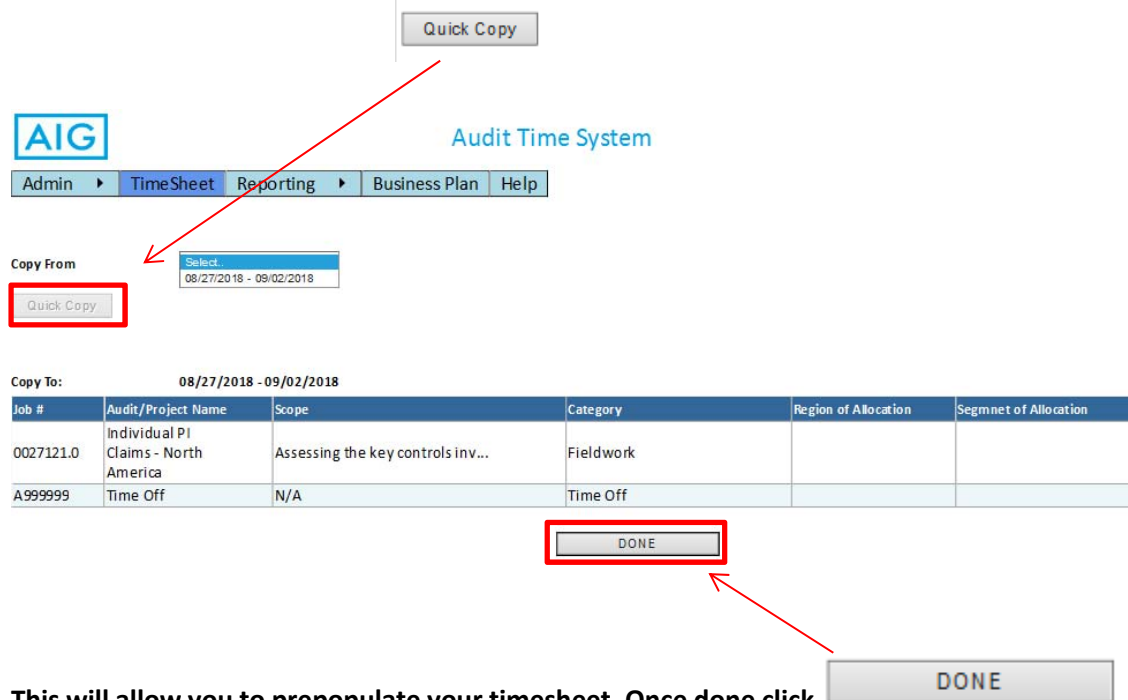
Delete Selected

Approaching Budget

Over Budget

Job #	Audit/Project Name	Scope	Category	Region of Allocation	Segment of Allocation	Hrs	Del
0027121.0	Individual PI Claims - North America	Assessing the key controls inv...	Fieldwork	Select Region..	Select Segment..	28.0	<input type="checkbox"/>
A999999	Time Off	N/A	Time Off	Select Region..	Select Segment..	7.0	<input type="checkbox"/>

A Copy From drop down box opens and you can include ALL items from the prior timesheet by selecting the desired time range and clicking



Quick Copy

AIG Audit Time System

Admin TimeSheet Reporting Business Plan Help

Copy From

Quick Copy

Copy To: 08/27/2018 - 09/02/2018

Job #	Audit/Project Name	Scope	Category	Region of Allocation	Segment of Allocation
0027121.0	Individual PI Claims - North America	Assessing the key controls inv...	Fieldwork		
A999999	Time Off	N/A	Time Off		

DONE

DONE

This will allow you to prepopulate your timesheet. Once done click

#### IMPORTANT THINGS TO NOTE:

- There is no limit in the number of hours that can be coded to any one timesheet or any one line-item.
- There is no limit in the number of line items in a weekly timesheet.
- Use the <Week of> drop down to see prior week timesheets
- Use <Copy into Timesheet> to copy line items from prior timesheets into a new one.
- Use <Default View> to navigate back to the default view of the last saved timesheet.
- Always use the <SAVE> button to save changes made to timesheets.
- There is no timesheet approval process.
- Timesheet admin is available to everyone under the [Admin] main menu item
- Managers and above will be able to view/edit timesheets of their direct reports.
- Everyone will be able to view all timesheets under [Admin]



### 1.1.2 Entering Expected Start Date and Staffing

The Parent/ Child Director can input the expected start date in the ATS resourcing tool and staff the audit based on the resourcing required for the audit. Please note that it isn't mandatory select specific names, open positions can be created with relevant hours. This feature can be used by management teams for future planning of audits (360 days).

Click on the box in the **Select** column and the Resource Scheduler screen will open up. The bottom section will display a grid with the staff assigned to the audits and associated hours. If no staff is scheduled then the bottom grid will not appear. To staff audits, select the parent or child audit under the Parent/Child Audits List.

**Budgeted hours:** Reflects the hours booked in the resourcing grid  
**Remaining Budget:** Shows the hours charged in ATS less the budgeted hours

**Budgeted %:** Shows the total allocation (%) of hours by grade for the entire duration of the audit  
**Remaining %:** Shows the total allocation (%) of hours by grade for the remaining duration of the

**Audit Expected Start Date:** This will be entered in the ATS Resourcing Tool and will be updated in BPA automatically  
**Audit Expected End Date:** This is auto populated based on the furthest date the resource is scheduled to and automatically updated in BPA.

Click 'Add Resources' to staff people to the audit

Audit	Budgeted Hours	Remaining Budget
27131.0	1060	954.5
27131.1	100	100
27131.2	112	99

Grades	Budgeted %	Remaining %
18	30 %	28 %
19	30 %	29 %
21	30 %	29 %
22	9 %	14 %

Click **"Add Resources"** and a pop-up screen will appear. Resources can be searched by name or by Grade. Please note the search is limited only to staff within the specific MD/Director's SMD reporting line; if a specific grade staff is not available, an open position can be created by selecting **"OpenPosition"**, **"Grade"** and preferred **"Location"**. The resourcing coordinator can assist in identifying a staff for that open position. After selecting the resource, click 'Add' and the resource will appear in the staffing grid.

Please provide Start Date and End Date to Auto Fill in Resource Table

This functionality can be used to bulk populate hours for a selected staff. Please note this functionality is currently being built out at and will be available in the

Name	Grade	Location
OpenPosition	Grade 16	Global
OpenPosition	Grade 16	Global
OpenPosition	Grade 16	Global
OpenPosition	Grade 16	Global
OpenPosition	Grade 17	Global
OpenPosition	Grade 17	Global
OpenPosition	Grade 17	Global



Once resource has been added, enter the allocated hours on a daily basis and click-> **Save**. If the screen is exited without hitting save, no changes will be saved. After hitting save, a message at the bottom of the staffing grid will appear **“Resource Scheduler details updated successfully !!”** as confirmation. Please note that up to 8 hours can be entered for a given day. This has been done to accommodate locations that have 8 hour workdays (for example Houston). Users should only enter projected hours based on standard hours of their specific location.

Save Add Resources

The hours displayed above the entry box show the available hours for that particular resource for the selected audit. The available hours are calculated net of any other hours that resource may be staffed to (e.g. other audits. CM. PTO

	EmployeeName	Grade	Location	Total Hours	Thu 8-23	Fri 8-24	Mon 8-27	Tue 8-28	Wed 8-29	Thu 8-30						
Delete	Strogach, Elaine	Grade 24	New York, NY	10	5	5	5	5	5	5	5	6	6	6	6	7
					5.0	5.0	0.0									

Resource Scheduler details updated successfully !!

If more than the standard hours or available hours are entered, an error message will appear in red and the hours will not be saved (see below).

Save Add Resources Please correct the hours entered.

	EmployeeName	Grade	Location	Total Hours	Thu 8-23	Fri 8-24	Mon 8-27	Tue 8-28	Wed 8-29	Thu 8-30	Fri 8-31	Mon 9-3
Delete	Kuang, Brenda	Grade 16	New York, NY	49	7	7	7	7	7	7	7	7
					10	7.0	7.0	7.0	7.0	7.0	7.0	0.0

## 1.2 – Activating Audits

### 1.2.1 Re-confirm Expected Start Date, Finalize Staffing and Submit for MD Approval

Once pre-planning has concluded, the Parent Director should review the Expected Start Date (and update if needed), review the staffing (and update if needed) and hit submit to send to Parent Managing Director for review and approval. The Parent Managing Director review and approves the staffing.

Parent Director/ SM can submit the resourcing to the MD for approval by clicking on the **‘Submit Resourcing’** button. An automated notification will be generated to the MD.

1 Pre-Planning 2 Submitted 3 Staffed 4 Activated

Save Add Resources Submit Resourcing

Hi Sumukh Shah,

Audit - 27043 has been Staffed and Submitted for your Approval.

To View the Audit : [Click Here](#)

Request you to kindly check and approve the same.

Thanks & Regards,  
IAG Team

### SMD Approval

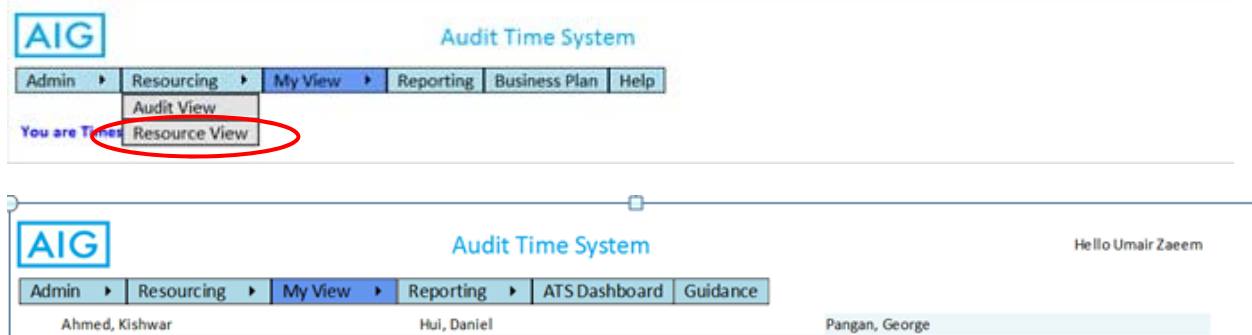
After the Parent Managing Director approves the staffing in ATS, the ‘Activate’ button in BPA becomes available for the SMD. The SMD can review (including the breakdown of staffing and total hours within BPA) and approve the audit and staffing by clicking ‘Activate’ in BPA.



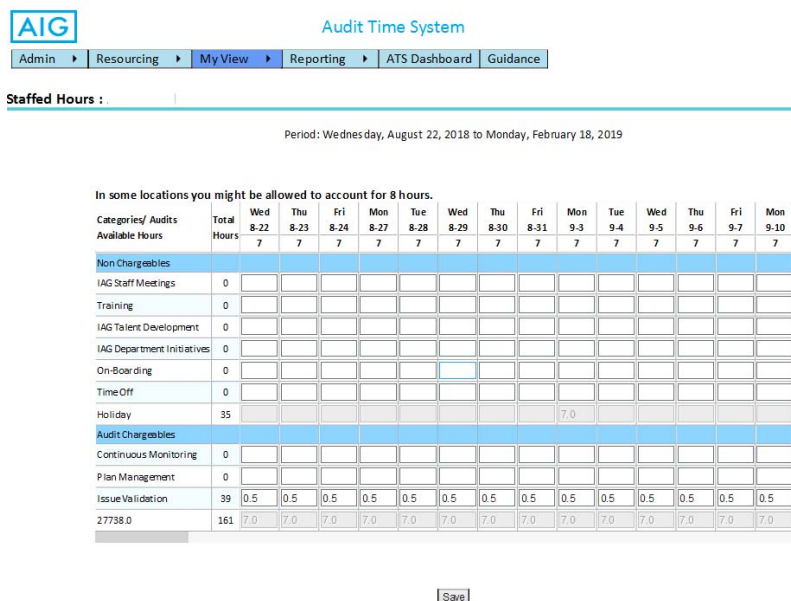
## Section 2 – Resource View

The **Resource View** provides users a breakdown of individual schedules. This section can be used to view an individual's staffing and update staffing for Continuous Monitoring and Plan Management. When accessing your own schedule, you can access through 'My View' as well.

Click on: **Resourcing -> Resource View**



After clicking on a specific resource, that resource's entire schedule will appear (see below). This is a complete view of what that staff is scheduled on, including audits.



The screenshot shows the 'Staffed Hours' view for a specific resource. The header area includes the AIG logo, the text 'Audit Time System', and a greeting 'Hello Umair Zaeem'. Below the navigation menu, there are three tabs: 'Admin', 'Resourcing', and 'My View'. The 'My View' tab is selected. Below the tabs, there are three names: 'Ahmed, Kishwar', 'Hui, Daniel', and 'Pangan, George'. The 'Staffed Hours' view is displayed, showing a table with columns for 'Categories/ Audits Available Hours', 'Total Hours', and a grid of days (Wed 8-22, Thu 8-23, Fri 8-24, Mon 8-27, Tue 8-28, Wed 8-29, Thu 8-30, Fri 8-31, Mon 9-3, Tue 9-4, Wed 9-5, Thu 9-6, Fri 9-7, Mon 9-10). The table shows the number of hours staffed for each category and day. The 'Non-Chargeables' section includes 'IAG Staff Meetings', 'Training', 'IAG Talent Development', 'IAG Department Initiatives', 'On-Boarding', 'Time Off', and 'Holiday'. The 'Audit Chargeables' section includes 'Continuous Monitoring', 'Plan Management', and 'Issue Validation'. The 'Total' row shows the total hours for each day, with a total of 161 hours for the period.

Categories/ Audits Available Hours	Total Hours	Wed 8-22	Thu 8-23	Fri 8-24	Mon 8-27	Tue 8-28	Wed 8-29	Thu 8-30	Fri 8-31	Mon 9-3	Tue 9-4	Wed 9-5	Thu 9-6	Fri 9-7	Mon 9-10
<b>Non-Chargeables</b>															
IAG Staff Meetings	0														
Training	0														
IAG Talent Development	0														
IAG Department Initiatives	0														
On-Boarding	0														
Time Off	0														
Holiday	35									7.0					
<b>Audit Chargeables</b>															
Continuous Monitoring	0														
Plan Management	0														
Issue Validation	39	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>27738.0</b>	<b>161</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

**Non-chargeable Hours:** Resources can project their hours for all non-chargeable codes with the exception of 'Time-Off' and 'Holiday' (exceptions exist for PTO time only for locations that are not using workday). The Time-off hours are a direct weekly feed of approved PTO from Workday. The public holiday schedule is also maintained offline and updated directly into the system based on local holiday schedules.

**Audit Chargeable Hours:** Grades 22 - 24 have the ability to staff themselves on Continuous Monitoring and Plan Management and can staff other resources (Grade 21 and below) within their SMD reporting line to Continuous Monitoring and Plan Management. All grades can staff themselves to issue validation. The audit staffed hours are directly pulled from the audit view based on what audits the resource is assigned to.

## **Section 3 – General guidelines for entering hours:**

### Audits View:

- **Allocating staff hours between audits:** When allocating resource hours by day between multiple audits for a given week, judgment can be used to divide the hours between days as long as total hours for the specific week tie to the specific audits.
- **Actual Hours:** Actual hours entered in ATS should reflect the actual number of hours the resource works regardless of the projection. Since the projections are based on standard hours, there can be instances where the resource works more than the standard hours for the day. In which case the actual hours spent should be logged into the ATS timesheet.
- **Changes to projections after Activating Audits:** The resourcing schedule for an audit is locked for editing after the activation of the audit. All changes to projections after activation will need to be managed centrally through the Ops team (see contact information below)

### Resource View:

- **Non-chargeable Hours (excl PTO/Hol) /Continuous Monitoring / Plan Management / Issue Validation:** Teams can exercise judgment when forecasting the hours for the non-Audit codes
- **PTO Hours:** PTO hours are sourced from workday. The resource has the responsibility to ensure the PTO's are approved by managers in order to avoid getting scheduled to audits during PTO hours.
- **Keeping the Schedule current:** All resources are responsible for keeping their schedules current for all codes. So for example if a resource leaves an audit a week earlier than projected, the resource should notify the audit director/ senior manager or the Ops team contacts to update the schedule. As a good practice, the resources should make sure that their individual schedules are current for at least 90 days.

### ***Ops Team Contacts:***

*If you have any questions, please reach out to the Ops Team:*

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