Time & Labor Process Manual

Table of Contents

What is Time & Labor?

Time and Labor is an electronic timesheet that records working hours for non-exempt employees paid on the Monthly (salaried) and Semi-monthly (hourly) payrolls. The timesheet is also used for absence management (reporting sick, vacation, and other approved absence) for exempt and non-exempt employees as well as calculation of federal and state compensatory (Premium and straight comp time) for non-exempt, salaried employees.

Using Employee Self Service Timesheet or Employee Self Service Web Clock through the Galaxy portal, employees will enter time or punch IN/OUT according to their employment and department requirements. Once time has been reported, the employee's approving manager will access Manager Self Service through Galaxy to approve time reported. Managers can also submit time on the employee's behalf.

T&L Supervisors, Administrators, Backup Approvers, and Payable approvers can utilize UTD Time and Labor reports to view reports for departmental time, monthly employee time, and semi-monthly time.

Benefits of Time & Labor
- Reduction of paper forms
- Standardization of employee time reporting
- Rule based application that takes the guess work out of time reporting
- Sick and Vacation balances are accessible and up to date
- Configured to fit requirements of UT Dallas
- Greater reporting capabilities for labor costs
- Reduction of time required to run a payroll, gives department back time to complete employee paperwork to hire or change pay
- Manager control of employee time

Additional Resources

Please visit the Time & Labor web page for more information and additional training documents.

Need immediate assistance? Contact the Payroll Office at payroll@utdallas.edu or 972-883-2611.

Terminology

Term	Definition
TRC	A Time Reporting Code is how the employee designates what kind of time is being reported. Examples: SCT (Straight Comp Taken), BRV (Bereavement Leave), JUR (Jury Duty).
Reported Time	Reported Time timesheet time that has been submitted for approval. The manager is responsible for approving Reported Time in the employee's timesheet. *Submitted Hours in Timesheet = Reported Time.*
Time Administration	The process that converts Reported Time to Payable Time. Time Administration only processes approved Reported Time, and must run before a Payable Time Approver approves Payable Time. Time Administration runs 5 times daily (1AM/PM, 9AM/PM, and 5PM).
Payable Time	Payable Time is created from Reported Time. The department's Payable Time Approver is responsible for providing secondary approval for Comp Time Payouts. The Student Employment Office (SEO) is responsible for approving off-campus Work Study Payments. Other types of Reported Time do not require additional approval to process and is routed to Payroll after the manager approves the timesheet. *Approved Reported Time à Payable Time → Paycheck.*
Role	Each employee has a role to fulfill in the system. **Employees** submit reported time. **Supervisors** approve reported time. **Backup Approvers** approve reported time on a Supervisor's behalf in case of emergencies or in cases of updates to departmental approvers that impact approval workflow. **Payable Time Approvers** approve payable time **Time Admins** monitor that each employee is fulfilling their role within their department.
Dynamic Groups/Group ID	Dynamic Groups group employees of similar type within a department for reporting and searching. Dynamic Groups is also what T&L uses for granting security. If an employee has T&L security for a Dynamic Group, they can access records for all the employees within that Dynamic Group. All departments will have one standard group and follow the same naming convention: **Department ID + Initial** Group 1: All active employees in the department Example: **407000A** = Payroll All Employees If the department employs Work Study employees, they will have an additional group: Group 2: All Work Study employees in the department Example: **407000W** = Payroll Work Study
Web Clock	Web Clock is a tool the department can utilize for hourly employees to clock IN/OUT of the system. The system collects their working hours instead of allowing the employee to submit time into their timesheet. The employee must be able to access a computer and log into Galaxy before and after their working shift. It is useful when a manager cannot directly verify an employee's arrival/departure times.
Exception	Exceptions are system alerts of warnings and/or errors on a timesheet. These include when an employee is not an active time reporter, when the employee

	has taken more comp time than their balance allows, when the employee has reported excessive hours in one day, when an employee reports future time, etc. Exceptions of **Low or Medium severity** indicate that something *may* be wrong on the timesheet and can be cleared by the manager after review. Payable Time is created from Reported Time with Low or Medium exceptions Exceptions of a **High severity** requires the timesheet to be corrected before Payable Time can be created from the Reported Time in question. High severity is a hard stop of time and Payable Time cannot be created.
Absence Requests	Absence Requests are specific to Sick and Vacation Leave.
Accruals and Taken	Accruals are the monthly allotment of Sick and Vacation hours that are added to the employee's balance. A full-time employee accrues 8 hours of Sick and 8+ hours of vacation based on longevity per month. Part-time employees earn a proportionate number of accruals. Taken absences reduce the balance when an employee uses Sick or Vacation time. A Sick and Vacation balance is the calculation of Accruals (additions) and Takes (subtractions).
Benefits-Eligible Employee	Benefits eligibility relates to eligibility for health insurance, retirement, and sick/vacation pay. Part-time employees may become eligible for benefits if their job FTE is 0.50 (20 hours per week) or more for 4 ½ months. Student appointments are not benefits-eligible regardless of number of hours worked. Student appointments are identified by job codes beginning with "S"

UT Dallas Policy

Note: UT Dallas or UT System may change, delete, suspend, disallow, or discontinue these policies, in whole or in part, at any time without prior notice. In the event of a policy change, employees will be notified. Policy changes shall apply to existing as well as to future UT Dallas employees, contractors, students, and associates.

Policy	Description
Fair Labor Standards Act (FLSA) https://www.utdallas.edu/hr/compensation/flsa/	It is the policy of The University of Texas at Dallas (the University) to comply with the Fair Labor Standards Act (FLSA), as amended. The FLSA establishes the federal minimum wage, overtime regulations, child labor regulations and related record keeping requirements for employers.
Work Hours https://www.utdallas.edu/hr/compensation/flsa/	FLSA Salaried Nonexempt (MON pay group) shall not work more than 40 hours and must have advance written approval to work overtime. FLSA Salaried Exempt shall not work less than 40 hours. (REG, REX, REH, REW)
Overtime Compensation https://www.utdallas.edu/hr/news/comptime	Nonexempt employees who work over 40 hours per week will be credited compensatory time at a premium rate of 1 ½ times the hours over 40 (Premium Comp). Nonexempt employees who report more than 40 hours per week in a combination of worked time and absence reporting will be credited time at a rate of 1 times the hours over 40 (Straight Comp). With department head approval, comp time can be issued as additional pay in lieu of taken time.
Holidays https://policy.utdallas.edu/utdbp3051 https://www.utdallas.edu/hr/news/holidays/	Employees who are appointed at 0.50 FTE (20 hours per week) or greater for 4 ½ months or longer and are not employed as student workers (job code = "S") are eligible for holiday pay. Full-Time employees are paid for 8 hours per University observed Holiday. Part-Time employees are paid for a proportionate number of hours based on FTE. The University can grant a Floating Holiday to use within a fiscal year. When a Holiday falls on an employee's day off or an employee is required to work on a Holiday, the employee will be granted straight time Holiday compensatory time in lieu of the Holiday. Holiday compensatory time may also be used to observe any additional religious Holiday or Holidays, or state or national Holiday that is not officially observed by the University. (HOL)
Military Leave https://policy.utdallas.edu/utdbp3054	Authorized training or duty for members of the state military forces and members of any of the reserve components of the United States Armed Forces. National emergency active duty for members of a reserve branch of the United States Armed Forces. Call to National Guard Emergency Leave by the Governor. (MIL, NTG)
Emergency and Funeral Leave https://policy.utdallas.edu/utdbp3054	Employees who are appointed at 0.50 FTE (20 hours per week) or greater for 4 ½ months or longer and are not employed as student workers (job code = "S") are eligible for emergency/funeral leave. Emergency leave is paid in accordance with state law for death in the employee's family or for other qualified purposes with the required approval.

	Qualified purposes are: 1) Death in the Employee's Family (BRV) 2) Death of a Coworker (BRV) 3) Natural Disasters, Emergency Closures, or Other Emergency Leave (EMG – can only be granted by the President or designee)
Jury Duty or Court Appearance https://policy.utdallas.edu/utdbp3054	Any employee summoned to perform jury duty or subpoenaed to serve as a witness in a court or administrative proceeding to which he or she is not a party shall be excused from work with no loss in pay. Employees are expected to work, if reasonably possible, the time when not actually in a court or administrative proceeding in connection with such service. To qualify for pay, the employee shall furnish documentary proof of service to his or her immediate supervisor. Please review UTDBP3054 for additional information witness fees, compensation, etc. (JUR)
Voting Leave https://policy.utdallas.edu/utdbp3054	All employees are eligible for leave when it is not possible for an employee to exercise the voting privilege before or after work on an official election day. The supervisor may verbally authorize a reasonable period of time for voting during the employee's working hours that can be submitted as Voting Leave. (VOT)
Family Medical Leave Act (FMLA) https://policy.utdallas.edu/utdbp3054	University employees are eligible for up to 12 weeks of family leave per year for certain family reasons provided they have been employed by the State of Texas for at least 12 months prior to the commencement of the leave, and worked at least 1,250 hours. • Birth of son/daughter and care after such birth • Placement of son/daughter for adoption or foster care • Serious health condition of spouse, child or parent of employee • Serious health condition of employee (unable to perform job)
Sick Leave https://policy.utdallas.edu/utdbp3054	Employees who are appointed at 0.50 FTE (20 hours per week) or greater for 4 ½ months or longer and are not employed as student workers (job code = "S") are eligible for Sick Leave. It may be used in the following instances: • when an employee is prevented from performing duties because of sickness, injury, or confinement due to pregnancy. This includes doctors' appointments, therapy sessions or other licensed practitioner visits. • when an employee needs to care for an immediate family member who is actually ill because of sickness, injury, or confinement due to pregnancy • when used to care for family who do not reside in the same household is strictly limited to the time necessary to provide care to the employee's spouse, child or parent who needs such care as a direct result of a documented medical condition • up to 8 hours of sick leave each calendar year may be used to attend parent-teacher conferences for the employee's children who are in pre-kindergarten through the twelfth grade • Sick leave cannot be used before it accrues on the first day of each month

	• Vacation can be used when Sick leave is exhausted. Paid leave must be exhausted before being placed on unpaid leave • If the employee is on unpaid leave on the first day of the month, they will accrue that month's sick leave when they return to a paid status • Sick Leave requested for *less* than 3 working days *may be required* to provide a doctor's certification showing cause of the absence that is accepted by the manager • Sick Leave requested for *more* than 3 working days *shall be required* to provide a doctor's certification showing cause of the absence that is accepted by the manager • Half of all Sick Leave balance up to 336 hours shall be paid upon death of employee to the employee's estate. • Eligible to take Sick when employee becomes an active paid employee
Vacation Leave https://policy.utdallas.edu/utdbp3054	Employees who are appointed at 0.50 FTE (20 hours per week) or greater for 4 ½ months or longer and are not employed as student workers (job code = "S") or faculty members (job code = "F") are eligible for Vacation Leave. • Full-time employees earn a minimum of 8 hours of vacation leave per month and Part-time employees earn a proportionate amount based on FTE • Monthly Vacation accruals increase as length of State Service increases • The amount of vacation that can be carried into the next fiscal year is limited and is based on Length of State Service • Must have 6 continuous months of State Service to use accrued vacation leave • Strongly encouraged to use any compensatory time balances before using vacation which the department head can require

Length of Service	Hours Accrued	Max Carry Forward
<2 years	8	180
2-5 years	9	244
5-10 years	10	268
10-15 years	11	292
15-20 years	13	340
20-25 years	15	388
25-30 years	17	436
30-35 years	19	484
>35 years	21	532

Payroll Time & Labor Procedures

Note: UT Dallas or UT System may change, delete, suspend, disallow, or discontinue these procedures, in whole or in part, at any time without prior notice. In the event of a procedure change, employees will be notified. Procedural changes shall apply to existing as well as to future UT Dallas employees, contractors, students, and associates.

1. Falsification of Records

1.1. Scope
All employees reporting time within PeopleSoft Time and Labor

1.2. Purpose
Outline ethical expectations from employees reporting and approving within PeopleSoft Time and Labor

1.3. Process
In accordance with D11-110.0 Ethics Policy, all employees are expected to maintain the highest standards of ethical conduct in the workplace. When an employee or manager knowingly falsifies records into the Time and Labor application, it is grounds for disciplinary action, including dismissal. Time and Labor is directly connected to the UTD Payroll, therefore time reported is directly related to money paid to an employee.

Employees are responsible for reporting their working hours and leave used accurately and timely. This includes data entry of their exact working hours to the best of their knowledge.

Managers and other approving authority are responsible for the approval of reported hours and must push back the reported time to the employee for modifications when reported hours do not match the employee's worked hours.

1.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

1.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

1.6. Appendix
UTD Ethics Policy: https://policy.utdallas.edu/utdbp3048

2. *Employee Duties*

2.1. Scope
All employees reporting time within PeopleSoft Time and Labor

2.2. Purpose
Name and clearly define duties, role, and expectations for employees using T&L and Absence Management

2.3. Process

Time Reporter: Employee
- Report hours worked accurately, timely, and completely
- Request and report leave used accurately and timely per UTD Policy

Time Approver: Manager/Supervisor
- Coordinate and track an employee's work schedule
- Review reported time to follow Federal and State regulations
- Approve reported time by the established payroll deadlines
- Approve requested and used leave in accordance with business needs per UTD Policy
- Review and approve Comp Time requests
- Review, allow, and correct exceptions created from employee's reported time

Time Admin: Department Time Administrator
- Check for unapproved time to coordinate with the Manager
- Ensure new employees receive proper training
- Check and help clear exceptions
- Knowledge base for department
- Maintain reporting structure
- Maintain optional job titles
- Coordinate department security
- Liaison between department and Payroll/HR for updates and other communications
- Ensure department has complied with their deadlines by the Payroll deadline
- Run reports to monitor time reported to compare against policies and procedures

Payable Time Approver: Payables Approver
- Reviews Department budget to ensure money is available for paying out comp time
- Approves Payable Time (Comp Time Payouts) for Department by Payroll deadline
- Student Employment Office (SEO) Only: Approves off-campus Work Study Payable Time

Time Approver Backup: Backup Time Approver
- Approves time when manager/supervisor is unable or when changes to department approvers impact the approval workflow
- Access to review balances of employees within department

Payroll
- Create and/or adjust paychecks according to information reported and approved in Time and Labor
- Grant T&L security based on department requests
- Evaluate for process improvements to add value to the PeopleSoft system

- Update/Maintain deadlines on the Payroll website on a timely basis
- Proactively review for reporting and systematical errors and unapproved time and communicate information to the Time Admin
- Send updates and additional information to the Time Admin as needed
- Train Time Admin on all aspects of Time and Labor
- Support the campus with time entry and system questions

Human Resources
- Responsible for Absence Management maintenance and configurations
- UTD Policy creators and enforcers
- Supports campus with questions regarding leave, classifications, employment status, etc.

2.4. Non-Compliance

Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

2.5. Monitoring/Conclusion

The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

2.6. Appendix

None

3. Methods of Reporting

3.1. Scope
All employees reporting time within PeopleSoft Time and Labor

3.2. Purpose
Define methods of time reporting based on the kind of employee.

3.3. Process
All employees are enrolled in Time and Labor which determines how the timesheet will display. Enrollment is based on workgroups that group like employees based on criteria such as FLSA Status, pay groups, pay period, etc.

Monthly Employees

Unless circumstances exist that are not conducive to online time reporting, monthly employees are to use the Employee Self Service Electronic Timesheet to enter working hours into their personal electronic timesheet.

Nonexempt Monthly: Due to FLSA requirements and their eligibility for Overtime, Nonexempt Monthly employees must self-report or punch in to the system to collect punches for IN, Out for Lunch, In for Lunch, and OUT working hours per day and the elapsed number of hours for leave through Employee Self Service.

Exempt Monthly: Exempt Monthly are only mandated to report exceptions and leave through Employee Self Service. However, the employee and Manager have the opportunity to report elapsed working hours but no system rules will be applied to working hours reported.

Semi-monthly Employees

The department will choose between Employee Self Service Timesheet or Web Clock to fit the reporting needs of the employees and department. The department is responsible for choosing and maintaining their method of time reporting (i.e.: equipment, network support, etc.) for their semimonthly workers.

All Semi-Monthly Employees are to record or have the system capture their IN and OUT punches for their exact working hours.

If a semi-monthly employee does not have computer access, the Time Admin or Manager can report the hours on their behalf.

3.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

3.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving

4. *Security Roles and Permissions*

4.1. Scope
All employees reporting working hours within PeopleSoft Time and Labor.

4.2. Purpose
Define Employee and Department Security Roles and Data Permissions. Security Roles give an employee access to the page within PeopleSoft Time and Labor. Data Permissions give employees access to data within that page. Dynamic Groups are Time and Labor's Data Permissions.

4.3. **Process**

Roles

Employee Roles: Roles will be assigned dynamically based on employment data supplied by Human Resources. Factors considered: Active Employee within Time and Labor, Leave Eligibility, Comp Time Eligibility

Web Clock Roles: All employees will receive the basic timesheet entry role. If the department would like the employee to use Web Clock, the Time Admin will send an email to Payroll with the Employee ID, Employment Record, and Name and a Payroll Analyst will submit a security ticket to apply the new role.

Department Roles: The Time Admin will be responsible for designating the Manager in Enroll Employee Approver page within Time and Labor. Once a Manager is designated, Security will be applied.

To assign the Time Admin, Back Up Approver, and Payable Time Approver, the Time Admin will submit written notification to the Payroll department with the changes requested.

Permission Lists

Employees: Permission List will be assigned an employee permission list giving them access to Self Service pages.

Time Admins, Managers, Back Up Approvers, and Payable Time Approvers: The Time Admin will submit a written request to the Payroll department to add or remove Dynamic Group access to an employee.

Dynamic Groups

Security can be restricted by adding or removing Dynamic Groups from Permission Lists. Each department will have one standard Dynamic Groups. Naming convention: Department ID + A for All. Ex: 100000A= Office of the President- All Employees

Work/Study Dynamic Groups

In order to share security between department and the Student Employment Office, a group will be created for offcampus Work Study Employees and maintained for the department as needed. Ex: 100000W= Office of the President- Work Study Employees

4.4. Non-Compliance

Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

4.5. Monitoring/Conclusion

The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

4.6. Appendix

None

5. *Deadlines*

5.1. Scope
All employees reporting and approving working hours and leave within PeopleSoft Time and Labor.

5.2. Purpose
Provide deadlines for reporting and approving working hours and leave.

5.3. Process
All Deadlines will be at 5PM of the day specified

Time Reporter- Employee: One full business day after the pay period end. Refer to the Payroll Website for exact deadlines for payroll processing.
      Semi-monthly: 1st and 16th or next business day
      Monthly: 1st or next business day

Time Approver- Manager: Two full business days after the employee's deadline. Refer to the Payroll Website for exact deadlines for payroll processing.
      Semi-monthly: 3rd and 18th or next business day
      Monthly: 3rd or next business day

Career Center Payable Time Approver: Two full business days after the manager's deadline. Refer to the Payroll Website for exact deadlines for payroll processing.
      Semi-monthly: 5th or 20th or next business day

Department Payable Time Approver: Will occur around the 15th of the month. Refer to the Payroll Website for exact deadlines for payroll processing. All the approved Payable Time will be added to the next regularly scheduled monthly check after approval.

Time Coordinator- Time Admin: Ensure that all time is approved timely per the payroll deadline for T&L approval

5.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

5.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

5.6. Appendix
None

6. *Work Hours*

6.1. Scope
All Nonexempt employees reporting working hours within PeopleSoft Time and Labor.

6.2. Purpose
Provide guidance over FLSA working hour's regulations for Nonexempt employees.

6.3. Process

UTD Work Week

UT Dallas will follow the FLSA work week, from 12:00 AM Sunday to 11:59 PM Saturday. Shifts that crossover the midnight hour will be split between the two days. This includes shifts that cross over from Saturday to Sunday. The hours after 12:00 AM on Sunday will be a new day and new work week.

Rest Periods

FLSA and the State of Texas Department of Labor does not mandate rest periods. However, UTD has elected to provide paid rest periods. Employees will have the opportunity to take paid resting breaks lasting no more than 15 minutes. Typically, a shift lasting longer than 6 hours will include 2 paid breaks and a shift lasting longer than 4 hours will include 1 paid break. Breaks must be scheduled based on the needs of the employee and department and should be equally spaced throughout the shift. Paid breaks cannot be combined to create a 30 minute break since anything over 20 minutes is considered an unpaid break. Paid breaks cannot be added to the beginning or end of the shift or unpaid lunch break.

Examples of rest periods are:
- Restroom breaks
- Personal telephone calls or visits
- Retrieve coffee, soda, and other drinks

Meal Breaks

FLSA and the State of Texas Department of Labor do not mandate a meal break. However, UTD has elected to provide unpaid meal breaks. All employees will be given the opportunity to take a non-working meal break that fits within a schedule that meets the needs of the department and manager. A lunch break lasts at least 30 minutes and up to 1 hour where the employee is free to pursue personal endeavors. Any job duties performed during that break is considered work and is not part of an unpaid lunch break. Employees must communicate with the Manager when taking a longer lunch break than their schedule normally allows.

A Semi-monthly employee will be given the same opportunity for an unpaid lunch break. Typically a shift that lasts longer than 6 hours should be considered to include a lunch break. Managers and employee must work together to establish a schedule that fit the personal and professional needs of the employee and department. Time and Labor will not deduct automatic lunch breaks.

Unauthorized Break Extensions

Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time.

Travel Time

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel That is All in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Exempt Employees and Working Hours

Exempt employees are under no regulations of working hours except they are not allowed to work less than 40 hours in one work week according to UTD Policy D3-120.0. The daily schedule is discretionary between employee and manager as long as a full 40 hour work week is achieved.

6.4. Non-Compliance

Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

6.5. Monitoring/Conclusion

The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

6.6. Appendix
UTD Work Hours: https://policy.utdallas.edu/utdbp3051
General: http://www.dol.gov/whd/regs/compliance/whdfs22.pdf
Work week: https://webapps.dol.gov/elaws/

Rest Periods

Department of Labor: https://www.dol.gov/general/topic/workhours/breaks

Texas Labor: http://www.twc.state.tx.us/news/efte/d_breaks.html

Meal Breaks

Department of Labor: http://www.dol.gov/dol/topic/workhours/breaks.htm

Texas Labor: http://www.twc.state.tx.us/news/efte/d_breaks.html

http://www.twc.state.tx.us/news/efte/b_suffered_or_permitted_to_work.html

Travel Time: https://www.dol.gov/agencies/whd/direct-care/travel-time

7. Reporting Leave in Time & Labor

7.1. Scope
All employees reporting leave within PeopleSoft Time and Labor.

7.2. Purpose
Define leave that is reported through the Time and Labor Timesheet.

7.3. Process
Absence Management is reporting of Sick, Vacation, Sick Leave Pool, and FMLA. All other leaves will be reported through the employee Timesheet. The employee will report the appropriate code and total number of hours used to be approved by the Manager.

HR owns and regulates these leaves and is responsible for answering any questions as to the proper use of the leave. Time and Labor records and tracks the leave in PeopleSoft. Payroll is responsible for paying the employee based on the information entered as paid or unpaid leave.

Leave TRC	Name	Description
AES	Admin Leave Exemplary Service	Paid administrative leave to award for exemplary service
BRV	Bereavement Leave	Attend a funeral for a covered family member or coworker
FOS	Foster Parent Leave	Paid leave for foster parent meetings
JUR	Jury/Witness Duty, Subpoena	When called to serve on a jury panel or have been subpoenaed as a witness
LWP	Admin Leave With Pay	Paid leave to record administrative leave
MIL	Military Leave	Paid leave for covered absences due to military service
NTG	National Guard Leave	Paid leave for covered absences due to National Guard service
SDF	Sick Lve Donation Take- FMLA	Receive direct donation of sick leave for FMLA and use as paid leave
SDR	Sick Lve Donation Take- REG	Receive direct donation of sick leave and use as paid leave
VHC	Veteran's Healthcare	Veteran medical or mental health leave
VOT	Voting Leave	When an employee cannot vote outside of work schedule

Unpaid Leave	Description	
DOC	Dock Pay/ Reduce Salary	Unpaid leave used to reduce salary/dock pay
LOP	Admin Leave Without Pay	Unpaid leave to record administrative leave
PAR	Parental Leave	Unpaid leave used when a parent employee does not qualify for FMLA

Payroll Assigned Leave	Description	
HOL	Paid Holiday Hours	Hours will be assigned based on FTE
EMG	Emergency Leave	Campus closure

7.4. Non-Compliance

Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

7.5. Monitoring/Conclusion

The individual department is responsible for monitoring time that is reported and applying discipline as needed.
The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

7.6. Appendix

UTD Leave Programs: https://policy.utdallas.edu/utdbp3054

8. *Holidays*

8.1. Scope
All benefits eligible employees receiving Holiday pay.

8.2. Purpose
Outline Holiday hours and reporting

8.3. Process

Paid Holiday Eligibility:
- Benefits Eligible
- Holiday does not fall on weekend
- Employee is an active, paid employee the day before and after the Holiday

Full Time Monthly Employees: Employees will receive 8 hours of Holiday pay

Part-Time Monthly Paid Employees: Employees will receive a proportionate number of hours based on their FTE.

FTE	Holiday Hours	FTE	Holiday Hours
50% - 52%	4.00	75% - 78%	6.00
53% - 56%	4.25	79% - 81%	6.25
57% - 59%	4.50	82% - 84%	6.50
60% - 62%	4.75	85% - 87%	6.75
63% - 65%	5.00	88% - 90%	7.00
66% - 68%	5.25	91% - 93%	7.25
69% - 71%	5.50	94% - 96%	7.50
72% - 74%	5.75	97% - 99%	7.75

Employees working Non-Traditional Schedules: Employees will receive their proportionate amount of Holiday hours on the day that the Holiday occurs. Schedules will need to be arranged so the employee still works their standard hours in the work week the Holiday occurs in.

Reporting Holidays: Employees will use the HOL (Holiday) code in their timesheet to specify the Holiday for correct calculation of working hours.

Unpaid Holidays: If an employee does not meet the eligibility requirements listed above, the department is responsible for submitting docking request for Payroll to remove the Holiday payment from the employee paycheck. Employee will submit DOC (Dock Pay) on timesheet for Manager approval.

Working on a Holiday: When an employee works on a Holiday, the employee is entitled to equal time off at a later date up to 8 hours. The employee will report HWK (Holiday Worked) which will grant them Holiday Compensatory Time to be used within one rolling year.

Payment for Holiday Compensatory Time: Employees may be paid for working national or state Holidays if taking Holiday compensatory time off would be disruptive to normal teaching,

research, or other critical function. Policy states the VP of the division must authorize any Straight Comp Time payments.

8.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

8.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

8.6. Appendix
UTD Holiday Policy and Schedule: https://www.utdallas.edu/hr/news/holidays/

9. *Work / Study Employees*

9.1. Scope
All Federal or State Work Study employees.

9.2. Purpose
Outline procedures for alerting Payroll of Work Study employee to assign to Dynamic Group and designate a Manager.

9.3. Process

Reporting Hours Worked: The home department will decide between Self Service and Web Clock for all of their semi-monthly employees. W/S employees will follow the normal employee deadline.

Manager Approval of Reported Time: Work Study employees will report time and the home department Manager will approve the Reported Time. The Manager approves the number of hours worked. Managers will follow the normal Manager deadline.

Designating a Manager: The home department will alert Payroll when a new Work Study employee is hired into the department by sending an email with the Employee's Name, ID, Employment Record, and Manager Name and ID. Payroll will add that employee to the Department's Work Study Dynamic Group and assign the Manager.

Dynamic Group or Group ID: The Dynamic Group format is the Department ID followed by a 'W' for Work Study. EX: 102000W

Student Employment Approval of Payable Time: Normally, after a Manager approves, the time will be routed directly to Payroll. However, the time reported by an offcampus Work Study employee will be routed to the Student Employment Office for a final approval before the time is directed to Payroll. The Student Employment Office is approving the money paid based on the hours worked and will track award amounts to communicate to the department when an award is low. The Student Employment Office will follow the Payable Time Approver deadline.

9.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

9.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

9.6. Appendix
None

10. Hours Over FTE / Standard Hours

10.1. Scope
All Part Time Nonexempt employees

10.2. Purpose
Outline automatic cash payment of hours worked to Part Time Salaried Nonexempt employees when reporting over their Standard Working Hours. Employee accrues straight hours when working and using leave over the standard.

10.3. Process
Part Time Salaried Nonexempt: When a Part Time Nonexempt works over their FTE, or Standard Hours, in one work week, the system will pay hours at the regular rate of pay for anything over the Standard Hours but below 40 hours. If a Part Time Nonexempt employee works over 40 hours, they will be paid for hours up to 40 and accrue Premium Comp Time over 40.

The system will apply the Payable Time code of XOFT for Paid Hours over the FTE.

When the employee works and uses leave in excess of their standard hours, straight hours will be accrued to use like vacation.

Part Time Salaried Exempt: Part Time Exempt employees will not receive payment for hours worked over their FTE.

10.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

10.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

10.6. Appendix
None

11. Semi-Monthly Overtime Payments

11.1. Scope
All Semi-monthly employees

11.2. Purpose
Provide information for automatic overtime payments for Semi-monthly employees when approved hours are greater than 40 working hours in one work week.

11.3. Process
When a Semi-Monthly employee reports over 40 hours in one work week, the system will automatically pay the employee at a higher hourly rate for all hours over 40.

Type of Hours	Calculation
Regular Hours	0.21 – 40
Overtime Hours	40 - X

A Semi-monthly employee has two rates of pay: Regular and Overtime rate. The Overtime rate is calculated by multiplying the Regular rate by 1.5.

Type of Hours	Calculation
Regular Rate	$8.50
OVT Calculation	$8.50 * 1.5 = $12.75
Overtime Rate	$12.75

Example: Semi-Monthly works 43.50 hours in one work week:

Type of Hours	Hours	Rate of Pay	Total
Regular Hours	40	$8.50	$340.00
Overtime Hours	3.5	$12.75	$44.63
			$384.63

When an employee reports and a Manager approves more than 40 hours in one work week, Payroll will apply the overtime rate for hours over 40 and add payment to the next available check.

The system will show XOVT in payable time for overtime cash payments.

11.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

11.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

11.6. Appendix
UTD Overtime Policy: https://policy.utdallas.edu/utdbp3051

12. *Premium Compensatory Time*

12.1. Scope
All Monthly Nonexempt employees

12.2. Purpose
Outline and provide information for automatic banking of Premium Comp Time to be used like leave or paid.

12.3. Process

Prior Approval for Earning Comp Time: All salaried employees in a non-exempt status who are required or permitted to work in excess of forty hours in a work week will accrue premium comp time at a rate of 1 ½ times the number of hours worked over forty. The request and/or permission granted should be provided by the employee's departmental leadership prior to worked hours.

Earning Premium Comp Time: Premium Comp Time is accrued when the employee reports more than 40 hours of Working Hours. The system will calculate and add earned hours into the balance to be used or paid at department discretion. Codes that are included are: HWK (Holiday worked), CWK (closure worked), PHW (police Holiday worked), and REG (regular working hours). A Manager may tell the employee to adjust their weekly schedule by taking an afternoon off, coming in late, etc., to avoid accruing Premium Comp Time.

Use of Accrued Comp Time: The manager and department are encouraged to reasonably accommodate requests to use Premium Comp Time in accordance with department procedures. In general, Comp Time should be used before Vacation Leave. When Comp Time is used, the system will remove the first earned comp time from the balance instead of from the overall balance: first in, first out. Notice how the balance recalculates:

Date	Amount Earned/Used	Balance
9/2/2012	5.0 Earned	5
10/15/2012	2.0 Earned	7
12/5/2012	3.0 Used	

Date	Amount Earned/Used	Balance
9/2/2012	5.0 Earned	2.0 (5.0 – 3.0 Used)
10/15/2012	2.0 Earned	7
12/5/2012	3.0 Used	4

Expiration: Premium Comp Time will never expire.

Calculations of Premium Comp Time: When an employee report more than 40 hours of working hours, the system will take the number of hours over 40 and multiply that by 1.5 to calculate the accrued comp time.

Mon	Tues	Wed	Thurs	Fri	Total Hours
8 REG	10 REG	8 REG	9 REG	8 REG	43
					3 hrs over 40 * 1.5 = 4.5 Premium Comp Hrs Earned

Payment: The employee will have a payment of accrued Premium Comp Time when:
- Department approves payment
- FLSA status change from Nonexempt to Exempt
- Monthly Nonexempt changes to a Semi-monthly Nonexempt
- Transfer to another state agency
- Transfer to another department
- Termination

Paying Premium Comp Time: The employee or Manager will initiate payment from the employee's timesheet. On the Sunday following the week that the comp time was accrued, the employee will enter PCP (Premium Comp Paid) and the total accrued amount of Premium Comp Time or amount they are requesting payment for. Since Premium Comp Time is accrued at a higher rate, the employee will be paid for the total amount of hours earned.

After the Manager approves, another approval will come from the department's Payable Time Approver that will ensure money is available for approving payment.

Miscellaneous
- Averaging of hours over two or more weeks is not permitted
- The distinction between an 8 hour day and a 40 hour work week is important. Because an employee works more than 8 hours a day does not mean they have accrued comp time; it is only when the employee works more than 40 hours in one work week.

12.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

12.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

12.6. Appendix
UTD Overtime Policy: https://policy.utdallas.edu/utdbp3051
UTD Human Resources: https://www.utdallas.edu/hr/news/comptime/

13. Straight Compensatory Time

13.1. Scope
All Monthly Staff employees, excludes any Faculty related positions.

13.2. Purpose
Outline and provide information for automatic banking of Straight Comp Time to be used like leave or paid.

13.3. Process

Prior Approval for Earning Comp Time: All employees must have prior approval before earning Comp Time. Employees will Request Comp Time through Time and Labor with estimate of amount to be earned. Estimate and actual accrued hours do not have to match. The Manager is approving the accrual of Comp Time rather than the actual amount earned. However, the amount earned should be coordinated between Manager and employee.

Earning Straight Comp Time: Straight Comp Time is accrued when the employee reports more than 40 hours but not all hours were physically worked. Codes that are included in the calculation are: HOL (Holiday), HWK (Holiday worked), CWK (closure worked), PHW (police Holiday worked), and REG (regular working hours).

A Manager may tell the employee to adjust their weekly schedule by taking an afternoon off, coming in late, etc., to avoid accruing Straight Comp Time.

Weeks with Leave: A week that leave is used is not eligible for Straight Comp Time. Leave is available to make an employee's week whole and to pay a whole week's salary to that employee and is not used as a benefit to accrue Straight Comp Time. Reduce leave during a week equaling more than 40 hours

Accruing Straight Comp Time: Straight Comp Time is accrued in 4 different ways:

1. When a Monthly Staff employee works on a Holiday up to 8 hours

Mon	Tues	Wed	Thurs	Fri	Total Hours
8 HOL					8
6 HWK					6 Straight Comp
	8 REG	8 REG	8 REG	8 REG	32
					= 46 Hours

2. When a Monthly Nonexempt in the Police department works on a Holiday that falls on a Saturday/Sunday up to 8 hours

Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
					5.75 PHW	5.75 Straight Comp
	10 REG	10 REG	10 REG	10 REG		40
						= 45.75 Hours

3. When a Monthly Staff employee works during a campus closure up to normal daily scheduled hours

Mon	Tues	Wed	Thurs	Fri	Total Hours
8 EMG					8
3 CWK					3 Straight Comp
	8 REG	8 REG	8 REG	8 REG	32
					= 43 Hours

4. When a Monthly Nonexempt reports Holiday and working hours in excess of 40

Mon	Tues	Wed	Thurs	Fri	Total Hours
8 REG	8 REG	10 REG			26
			8 HOL	8 HOL	16
					= 42 Hours (2 Straight Comp Hrs Earned)

When Straight Comp Time is Not Accrued: Holiday Worked and Closure Worked Comp Time is not accrued when the employee takes the hours off later in the same week, effectively flexing their schedule. Managers are allowed to flex an employee's schedule so not to accrue Straight Comp Time. Employees will not record HWK or CWK but will record REG if they are flexing their week.

Mon	Tues	Wed	Thurs	Fri	Total Hours
8 HOL					8
8 REG	8 REG	8 REG	8 REG		32
					= 40 Hours

Mon	Tues	Wed	Thurs	Fri	Total Hours
	8 EMG				8
8 REG	8 REG	8 REG	8 REG		32
					= 40 Hours

To Summarize:

Monthly Employee	Holiday Worked SC	Closure Worked SC	Police Holiday SC	40+ Straight Comp
Exempt	Yes	Yes	No	No
Non-exempt	Yes	Yes	No	Yes
Police Non-exempt	Yes	Yes	Yes	Yes

Use of Accrued Comp Time: The manager and department are encouraged to reasonably accommodate requests to use Straight Comp Time in accordance with department procedures. In general, Comp Time should be used before Vacation Leave. When Comp Time is used, the system will remove the first earned comp time from the balance instead of from the overall balance: first in, first out. Notice how the balance recalculates:

Date	Amount Earned/Used	Balance
9/2/2012	5.0 Earned	5
10/15/2012	2.0 Earned	7
12/5/2012	3.0 Used	

Date	Amount Earned/Used	Balance
9/2/2012	5.0 Earned	2.0 (5.0 – 3.0 Used)
10/15/2012	2.0 Earned	7
12/5/2012	3.0 Used	4

Expiration: Straight Comp Time must be used or paid within one calendar year. All Straight Compensatory Time will expire one year from the date that it is earned. The system will track and expire time appropriately.

Payment of Straight Comp Time: The VP of the division must authorize any Straight Comp Time payments.

In most cases, state agencies are not allowed to pay for accrued State Comp Time. However, there are situations where payment is allowed with the authorization of the department. Hours paid will be reduced from the balance and payment will be made at the regular hourly rate.
- When time was earned for work directly related to a disaster or emergency
- When taking the time off would be disruptive to teaching, research, or other critical functions

Departments that pay out Straight Comp Time must keep records as to which condition was met that allowed payment for auditing purposes. Payroll will require a comment inserted into the employee timesheet justifying paid Straight Comp Time.

The employee or Manager will initiate payment from the employee's timesheet. On the Sunday following the week that the comp time was accrued, the employee will enter SCP (Straight Comp Paid) and the total accrued amount of Straight Comp Time or amount they are requesting payment for.

After the Manager approves, another approval will come from the department's Payable Time Approver that will ensure money is available for approving payment.

Miscellaneous

- Averaging of hours over two or more weeks is not permitted

- The distinction between an 8 hour day and a 40 hour work week is important. Because an employee works more than 8 hours a day does not mean they have accrued comp time; it is only when the employee works more than 40 hours in one work week.
- Generally, unless advance written approval is given by manager and department, Straight Comp Time will not be earned at any other location than the normal working location. Advanced approval will be designated in the Comp Time Request page. The Manager will acknowledge advance approval by approving the request.

13.4. Non-Compliance

Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

13.5. Monitoring/Conclusion

The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

13.6. Appendix

UTD Overtime Policy: https://policy.utdallas.edu/utdbp3051
UTD Human Resources: https://www.utdallas.edu/hr/news/comptime/

14. Manager Delegation

14.1. Scope
All Time and Labor Managers

14.2. Purpose
Outline and provide information for delegation Manager Approver Authority within PeopleSoft Time and Labor.

14.3. Process
A Manager will sign into Galaxy and access the Manage Delegations page in Self Service. The manger will:
- Select Date Range of delegation
- Select actions to Delegate o Manage Reported Time- Access to Employee Timesheet o Manage Approve Reported Time- Approve Employee Timesheet o Manage Absence Approve- Approve Absences
- Select from available proxies

If the Manager returns before the end date of the delegation, they will need to access the Manage Delegations page and revoke the delegation

Available Managers to Delegate To: Managers will only be allowed to select other department Managers to delegate due to security needs.

Notifications: Notifications will be sent when a request is submitted, accepted, denied, or revoked.

14.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

14.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

14.6. Appendix
None

15. Comments in Timesheet

15.1. Scope
All employees using PeopleSoft Time and Labor.

15.2. Purpose
Provide requirements for inserting a comment into employee timesheet.

15.3. Process
Comments must be inserted into the employee timesheet when:
- Manager modifies employee reported time
- When Web Clock users requests the Manager modify a punch IN or OUT
- When Web Clock user misses a punch for Manager to enter on their behalf
- Why paying out straight comp time or Holiday Comp time
- Anyone deletes time from timesheet. Insert comment before deletion
- Any other helpful information or communication between employee and manager

15.4. Non-Compliance
Non-compliance is the responsibility of the department to issue disciplinary action as needed. If the discipline includes suspension, demotion or dismissal, then the Office of Human Resources must be consulted prior to the discipline action occurring.

15.5. Monitoring/Conclusion
The individual department is responsible for monitoring time that is reported and applying discipline as needed.

The department is also responsible for ensuring employee completion of training. The lack of knowledge is never a valid justification of inaccurate time reporting or approving.

15.6. Appendix
None