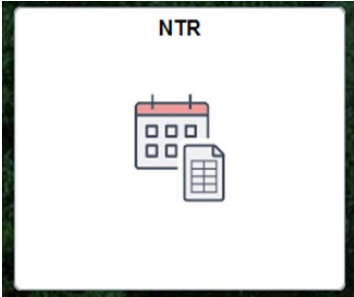
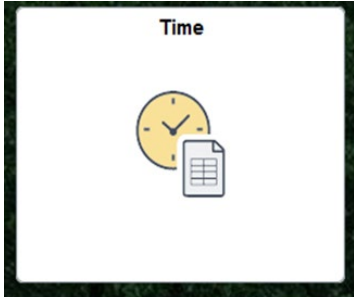


Faculty Timesheet Entry – Detail Guide

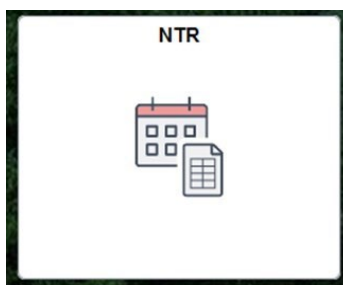
Faculty

- Benefit eligible faculty: monthly paid and work at least 20 hours per week for a period of at least 4 ½ continuous months
 - Eligible for paid sick, miscellaneous leave, and academic holidays
 - Not eligible for vacation and overtime compensatory time off
- Direct deposit: sign up to avoid picking up paper checks
- W-2 Consent: sign up to receive W-2 electronically for tax return

Timesheet

No absences in the month	Report absences
<ul style="list-style-type: none"> • If no leave in the month, click NTR tile (Nothing to Report) at the end of month 	<ul style="list-style-type: none"> • Report sick and miscellaneous leave at Time tile • No need to report holiday
	

NTR: Nothing to Report



- At the end of month, **if there are no absences to be reported**, click the NTR tile on Gemini
- Select the month from drop-down and click Submit at the end of month. If you have absences in the month, you don't need to submit NTR

NTR

Empl ID

Empl Record

Timesheet

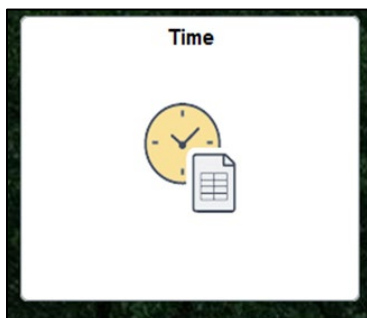
By clicking the green "Submit" button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

February 2024 ▾

SUBMIT


Report Absences:

- If you need report an absence, click Time tile under Gemini for Departments
- Click Enter Time to report absence and miscellaneous leave
- There is no need to report holiday
- Review absence balances, and no vacation is available for faculty



Time

Enter Time
03/01/24 - 03/31/24
Reported 2.00

Cancel Absences


Absence Balances
109
Sick Balance
As Of **2024-02-29**

Absence Request History


Faculty Timesheet Entry – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

The screenshot shows the 'Enter Time' form. Callout A points to the date navigation controls (calendar icon, arrows, and date range). Callout B points to the 'View By' dropdown menu. Callout C points to the 'Request Absence' button. Callout D points to the 'Time Reporting Code' dropdown menu.

Enter Time

*Job Title: Time & Labor Business Analyst

Scheduled: 40.00 | Reported: 0.00

View Legend

Save for Later Submit Request Absence

*Time Reporting Code / Time Details

Row Totals	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun
0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

Leave and Compensatory Time Balances

Compensatory Time Off Plan	Plan Type	End Balance
1		

- A. Use arrows to navigate forward and backward, or the calendar icon to select a week.
- B. Change “View By” to Weekly or Period (Monthly)
- C. Select “Request Absence” to report **sick leave**
- D. Time Reporting codes for **miscellaneous leave** are in the drop-down list

Report Sick Leave Details

- Click Request Absence button on timesheet to report sick leave
- Enter Start Date and End Date
- Partial days: click Apply Absence to select the entire 8 hours or partial day for less than 8 hours, then click Submit.
- Half day check box: select to automatically apply 4 hours
- Leave comments for approval if needed

The screenshot shows the 'Request Absence' form. Callout A points to the 'Submit' button. Callout B points to the 'Apply Absence' button.

Request Absence

Time & Labor Business Analyst

*Start Date: 03/06/2024

End Date: 03/06/2024 +1 Day

*Absence Name: Sick

Submit

Apply Absence

The screenshot shows the 'Request Absence' form for a 'Time & Labor Business Analyst'. The form includes fields for *Start Date (03/06/2024), End Date (03/06/2024), *Absence Name (Sick), and a balance of 109.00 Hours. The 'Partial Days' dropdown menu is highlighted with an orange box and currently shows 'None'. Other fields include Duration (8.00 Hours) and a Comments section. A 'Submit' button is located in the top right corner.

This screenshot shows the 'Request Absence' form with the 'Partial Days' dropdown menu open. The dropdown menu has a 'Done' button and displays the following options: 'Partial Days' (Start Day Only), 'Start Date' (02/12/2024), 'Start Day is Half Day' (No), and 'Duration' (2 Hours). The background form shows the *Start Date as 02/12/2024, *Absence Name as Sick, and a balance of 124.00 Hours. The 'Partial Days' dropdown is currently set to 'None'. The 'Duration' is 8.00 Hours. A 'Submit' button is visible in the top right corner.

Review or Cancel Absences

- Review sick request history from Absence Request History tile
- Cancel sick request from Cancel Absences tile

Time

Enter Time

03/01/24 - 03/31/24

Reported 2.00

Cancel Absences

Absence Balances

109

Sick Balance

As Of **2024-02-29**

Absence Request History

Absence Request History

Time & Labor Business Analyst

▼ **Instructions**
 Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. select edit button to modify or delete the text

From Through

Absence Request History

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Sick	Approved	03/08/2024	03/08/2024	2 Hours	Employee Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
Sick	Approved	02/28/2024	02/28/2024	2 Hours	Employee Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
Sick	Approved	02/26/2024	02/26/2024	8 Hours	Employee Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>

Miscellaneous Leave Details

February 13, 2023 - February 19, 2023

Scheduled 40.00 | Reported 4.00

[View Legend](#)

*Time Reporting Code / Time Details

Row Totals	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun
4 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

A

BRV - Bereavement Leave

4.00

+

-

4.00

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	End Balance
1			

- A. Select TRC (time reporting code) from the drop-down menu, then enter the number of hours and any comments, if needed.
- B. Click Submit

Common Time Reporting Codes (TRC) for Leaves of Absence

Leave TRC	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

Check [UTDBP3054: Leaves of Absence](#) for details of eligibility requirements

Check Time Status

The screenshot shows the 'Enter Time' interface with a 'Legend' pop-up window. The 'Legend' window lists various time entry statuses with corresponding icons:

- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

The 'Enter Time' section includes fields for Job Title (Time & Labor Business Analyst), Date Range (February 13, 2023 - February 19, 2023), Scheduled (40.00) and Reported (4.00) hours, and a 'View Legend' button highlighted with an orange box. Below this is a section for 'Time Reporting Code / Time Details' with a dropdown menu (BRV - Bereavement Leave) and a table for 'Leave and Compensatory Time Balances'.

View Legend will show status of time submitted. Make sure your time has been submitted (reported) and approved before the deadline.

Eligible Sick Leave and Holidays

- Sick Leave: "Request Absence" in Time tile
 - Sickness, injury or pregnancy of themselves or family members
 - Parent-teacher conference (limits apply)
 - Sick leave pool, sick leave donation, or family leave pool – refer to [UTD Paid Time Off](#) – Sick Leave
- Holidays: Payroll will upload on your timesheet– refer to [UTD Academic Calendar](#)
 - Full-time employees will receive 8 hours of holiday pay
 - Part-time 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

- Campus Closure: Payroll will upload emergency leave due to weather conditions on your timesheet