

Click Time tile

Monthly Paid TA/RA

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There are 2 types of time reporting: 1. Punch In / Out on Web Clock User

Do NOT submit timesheet, no timesheet available

Semi-monthly Hourly Paid Workers - Report Worked Hours

Sign into Galaxy and select Gemini for Departments

View previous reported time by Enter Time tile. If there is an error, please contact your supervisor to correct.

## 2. Self Service Time Entry User

Click Enter Time.

O IN

Use arrow to navigate forward and back for semi-monthly and weekly • view.

Punch

Total

Date

- Enter time in 8:00AM, 12:00PM format for IN/OUT
- Save your time daily and submit it weekly.

MA00:8	12:00PM	4.00
0.000	12.001 m	4.00

OUT

## Sign Up for Direct Deposit/ W-2 Consent

IN

- Sign into Galaxy and select Gemini for Departments.
- Click Self Service, click Payroll and Compensation, and select Direct Deposit/W-2 Consent.
- If you only set up one primary account for Direct Deposit, choose "remaining balance" for pay distribution.
- If you didn't set up direct deposit before Payroll's processing deadline, you will receive an email for picking up your paycheck.
- If you didn't sign up for an electronic W-2, your W-2 will be mailed to the home address on file with Payroll. Please make sure your home address is current in Self Service  $\rightarrow$  Personal Details. Information on Orion does NOT update on Gemini.

#### Payroll & Tax Services 800 West Campbell Rd MS SP2 25 Richardson TX 75080-3021 payroll@utdallas.edu

# Hourly and Student Worker Timesheet Quick Guide Gemini for Departments

Gemini for Departments

Time

**UTD Student Center** 







### Deadline

• 1<sup>st</sup> and 16<sup>th</sup> to submit your time for semi-monthly paid employees.