

Staff Timesheet Entry – Detail Guide

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Staff

- Paid Leave:
 - Monthly salaried employees are eligible for paid leave: Work **at least 20 hours per week** for a period of **at least 4 ½ continuous months** and **not employed as student** (job code = "S").
- Overtime Compensatory Time off
 - Fair Labor Standard Act (FLSA) status: executive, administrative and professional positions are exempt from (not eligible for) overtime.
 - **Monthly Exempt**: exempt from overtime and only report **absences**.
 - **Monthly Non-exempt**: report both **work hours** and **absences** and receive **compensatory time off** if work over 40 hours/week

Paid Leave




- Vacation
- Sick
 - Sickness, injury or pregnancy of employee or immediate 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](#)
- Miscellaneous leave – refer to [UTD Paid Time Off – Other Paid Leave](#)

Unpaid Leave

Family Medical Leave Act (FMLA)

- Employee who has a total of at least 12 months of state service, and has worked at least 1,250 hours during the 12-month period
- Eligible for up to 12 weeks of unpaid family leave per year for certain family reasons
- Employee must use all available paid leave first before FMLA unpaid leave

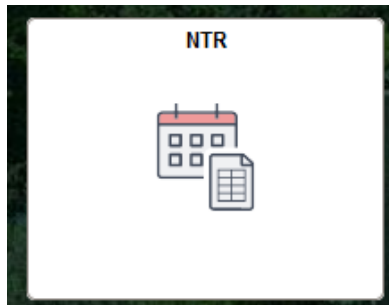
Am I exempt from overtime?

Exempt: Not eligible for overtime	Non-exempt: Eligible for overtime
<ul style="list-style-type: none"> • Report absences on Time tile • If no leave in the month—click NTR tile (Nothing to Report) at the end of month 	<ul style="list-style-type: none"> • Report work and absence hours on Time tile • Earn compensatory time off if work overtime
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Time</p>  </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>NTR</p>  </div> </div>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Time</p>  </div>

- Fair Labor Standard Act (FLSA) status: executive, administrative and professional positions are exempt from (not eligible for) overtime
- Check your FLSA status on [UTD Classified Pay Plan and Salary Guide website](#)

Exempt Employees: Not eligible for overtime

NTR Tile: No Time to Report



- At the end of month, **if there are no absences to be reported**, click the NTR tile on Gemini for Departments
- 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 [Redacted]
Empl Record [Redacted]

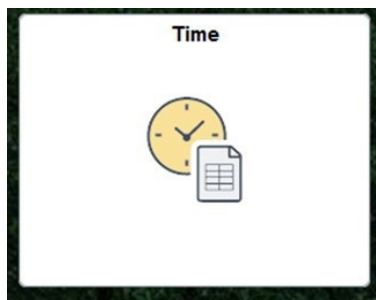
Timesheet

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

Payroll & Tax Services
payroll@utdallas.edu

Enter Time

*Job Title

Time & Labor Business Analyst

<

>

February 13, 2023 - February 19, 2023

Scheduled

60.00

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 0

0 of 0

+

-

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	End Balance
1			

- ### Report Sick Leave / Vacation Details

×

Request Absence

Time & Labor Business Analyst

* Start Date03/06/2024

End Date03/06/2024

+1 Day

* Absence NameSick

Apply Absence

Submit

Staff Timesheet Entry – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

- Click Request Absence button on timesheet to report sick or vacation
- Enter Start Date and End Date, and select Absence Name
- 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 apply 4 hours
- Leave comments for approval if needed

The screenshot shows the 'Request Absence' form. At the top, there's a title bar with a close button and the text 'Request Absence'. Below it, the user's role 'Time & Labor Business Analyst' is displayed. The form contains several input fields: '* Start Date' (03/06/2024), 'End Date' (03/06/2024) with a '+1 Day' button, '* Absence Name' (Sick) with an 'Apply Absence' button, and 'Balance 109.00 Hours**'. A dropdown menu for 'Partial Days' is highlighted with an orange border, showing 'None' and a right arrow. Below this is a 'Duration' field set to '8.00' Hours and a 'Comments' text area.

This screenshot shows the 'Request Absence' form with a modal window open for 'Partial Days'. The modal has a 'Done' button at the top left. It contains a 'Partial Days' dropdown set to 'Start Day Only', a 'Start Date' field (02/12/2024), a 'Start Day is Half Day' checkbox (unchecked) with a 'No' label, and a 'Duration' field set to '2' Hours. The background form is dimmed, showing the same fields as the previous screenshot but with a different start date (02/12/2024) and balance (124.00 Hours).

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

135

Vacation Balance

109

Sick Balance

As Of 2024-02-29

Absence Request History

From 03/07/2023

Through 03/06/2025

Refresh

Absence Request History

1-10 of 17

> | View All

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Sick	Approved	03/08/2024	03/08/2024	2 Hours	Employee Timesheet	Edit	Cancel
Sick	Approved	02/28/2024	02/28/2024	2 Hours	Employee Timesheet	Edit	Cancel
Sick	Approved	02/26/2024	02/26/2024	8 Hours	Employee Timesheet	Edit	Cancel

Report Miscellaneous Leave

<

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February 13, 2023 - February 19, 2023

Scheduled 40.00

Reported 4.00

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

4 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			

- Select TRC (time reporting code) from the drop-down menu, then enter the number of hours and any comments, if needed.
- 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 Leave Donation Take- FMLA	Receive direct donation of sick leave for FMLA and use as paid leave
SDR	Sick Leave 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

- Holidays: Payroll will upload on your timesheet. Full-time employees will receive 8 hours of holiday pay, and part-time employees will receive a proportionate number of hours based on their FTE
- Campus Closure: Payroll will upload emergency leave due to weather conditions on your timesheet for campus closures
- Check [UTDBP3054: Leaves of Absence](#) for details of eligibility requirements.

Switch Timesheet

- If you have multiple jobs, click Select Another Job to switch to another timesheet

Enter Time

Time & Labor Business Analyst

Select Another Job

< >

December 17, 2023 - December 23, 2023

*View By Weekly

Scheduled 40.00 | Reported 0.00 Hours

View Legend

Save for Later Submit Request Absence

*Time Reporting Code / Time Details	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat
		0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0

+

-

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	End Balance
1			

Check Time Status

Enter Time

Time & Labor Business Analyst

< >

February 13, 2023 - February 19, 2023

*View By Weekly

Scheduled 40.00 | Reported 4.00

View Legend

Save for Later Submit Request Absence

*Time Reporting Code / Time Details	Row Totals	17 Fri	18 Sat	19 Sun
		0 of 8	0 of 0	0 of 0

+

-

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	End Balance
1		

Legend

Time Details

Saved

Approved

Pending Approvals

Denied

Pushed Back

Exception

Absence

Reported

Reported Under Schedule

Reported Over Schedule

OFF Day

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

Non-exempt Employees: Eligible for overtime

Report Time and Absences

- Gemini for Departments > Time > Enter Time
- Enter and save your timesheet daily to record accurate work hours and absences
- Please submit time weekly to your manager for approval
- Deadline: 1st of the month for prior month

Time

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

Reported 2.00

Cancel Absences

Absence Balances

135 **109**
Vacation Balance Sick Balance

As Of **2024-02-29**

Absence Request History

Enter Time

Job Title SrPubSafOf - UnivPolice

A [Calendar Icon] [Left Arrow] [Right Arrow] March 1, 2023 - March 7, 2023

Scheduled 168.00 | Reported 0.00

View Legend

Save for Later Submit **D** Request Absence

Day Summary	IN	Meal Out	In	OUT	C Time Reporting Code	Quantity	Comments
01 Wednesday Mar Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> E <input type="button" value="+"/>
02 Thursday Mar Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> E <input type="button" value="+"/>
03 Friday Mar Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/>
04 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/>

- Use arrows to navigate forward and backward, or the calendar icon to select a week.
- Change "View By" to Weekly or Period (Monthly)
- Select Time Reporting Codes (TRC) from drop-down list
- Use "Request Absence" to report sick leave or vacation
- Leave Comments

Enter Work Hours and Miscellaneous Leave

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date	
8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked		7/9	A +
					BRV - Bereavement Leave	4.00	7/10	B +
8:00AM			12:00PM	4.00	REG - Regular Salaried Hours Worked		7/10	B +
10:00PM				8.00	REG - Regular Salaried Hours Worked		7/11	C +
			6:00AM		REG - Regular Salaried Hours Worked		7/12	C +

- A. The first line indicates a regular schedule with a meal
- B. The two lines shows a half day of work with leave; use the “+” sign to add another record for the same day
- C. The two lines show a night shift: clock in at 10:00 pm and clock out the next day.

Punch Type and Elapsed Time Entries

- Punch type: regular salaried hours worked (REG) requires **IN** and **OUT** (for example, 8:10AM),
- Elapsed type: leave and compensatory time off related hours requires **Quantity** (for example, 4 hours)

Common Time Reporting Codes (TRC) for Hours Worked

Work TRC	Description	Type
REG	Regular Salaried Hours Worked	Punch
HWK	Holiday Worked	Elapsed
HLW	Holiday Hours Worked- Police Dept	Elapsed
PHW	Police Holiday Hours Worked on Weekend	Elapsed

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

Staff Timesheet Entry – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

Leave TRC	Description	
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

- Holiday: Payroll will upload on your timesheet. Full-time employees will receive 8 hours of holiday pay, and 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

Common Time Reporting Codes (TRC) for Comp Time

Comp TRC	Description
HCT	Hol/Clo Comp Taken
SCT	Straight Comp Taken
PCT	Premium Comp Taken
PCP	Premium Comp Paid
OSC	Part-time Employee Over Standard Comp Taken
PHT	Police Holiday Comp Taken
HST	Police Dept HOL/STR Comp Taken
HSP	Police Dept HOL/STR Comp Paid

Enter Sick Leave / Vacation

Enter Time

Job Title: SrPubSafOf - UnivPolice

March 1, 2023 - March 7, 2023

Scheduled 168.00 | Reported 0.00

View Legend

Save for Later Submit **Request Absence**

Day Summary	IN	Meal Out	In	OUT	Time Reporting Code	Quantity	Comments
01 Wednesday Mar Reported 0.00							
02 Thursday Mar Reported 0.00							
03 Friday Mar Reported 0.00							
04 Saturday							

- Click Request Absence button on timesheet to report sick leave
- 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 apply 4 hours
- Leave comments for approval if needed

Request Absence

Time & Labor Business Analyst

*Start Date: 03/06/2024

End Date: 03/06/2024 +1 Day

*Absence Name: Sick

Apply Absence Submit

Request Absence

Time & Labor Business Analyst

Submit

*Start Date 03/06/2024

End Date 03/06/2024 +1 Day

*Absence Name Sick Apply Absence

Balance 109.00 Hours**

Partial Days None

Duration 8.00 Hours

Comments

Request Absence

Time & Labor Business Analyst

Submit

*Start Date 02/12/2024

*Absence Name Sick

Balance 124.00 Hours

Partial Days None

Duration 8.00 Hours

Comments

Partial Days

Done

Partial Days Start Day Only

Start Date 02/12/2024

Start Day is Half Day No

Duration 2 Hours

Review or Cancel Absences

Time

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

Cancel Absences

Absence Balances
135 109
Vacation Balance Sick Balance
As Of 2024-02-29

Absence Request History

Staff Timesheet Entry – Detail Guide

From Through

Absence Request History

1-10 of 17 > >> | View All

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"/>

Check Time Status

Enter Time

*Job Title

February 13, 2023 - February 19, 2023

Scheduled 40.00 | Reported 4.00

*Time Reporting Code / Time Details

BRV - Bereavement Leave 4.00

Leave and Compensatory Time Balances

	Compensatory Time Off Plan
1	

Legend

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

*View By

Thu 17 Fri 18 Sat 19 Sun

8 0 of 8 0 of 0 0 of 0

End Balance

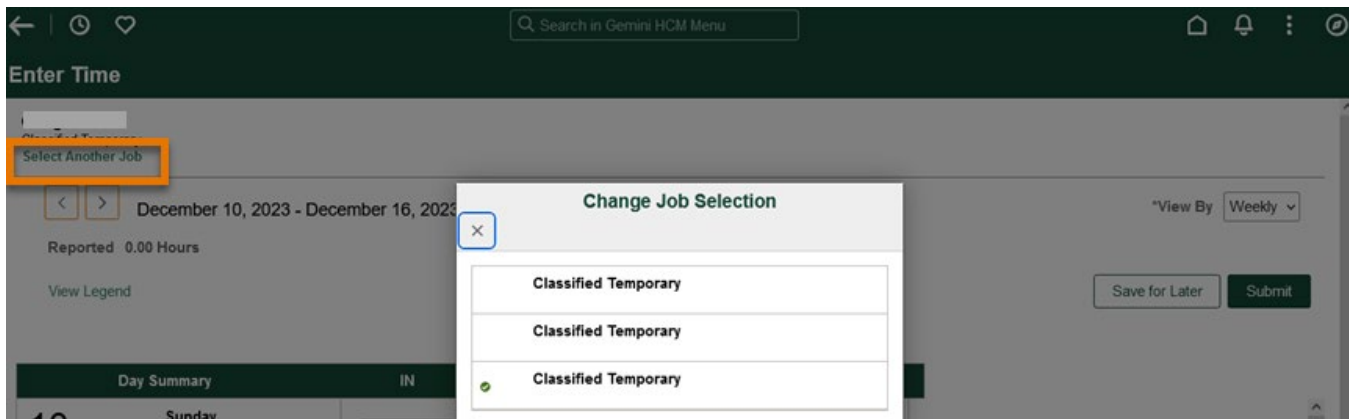
View Legend will show status of time submitted. Make sure your time has been submitted (reported) and approved before the deadline.

Switch Timesheet

Time

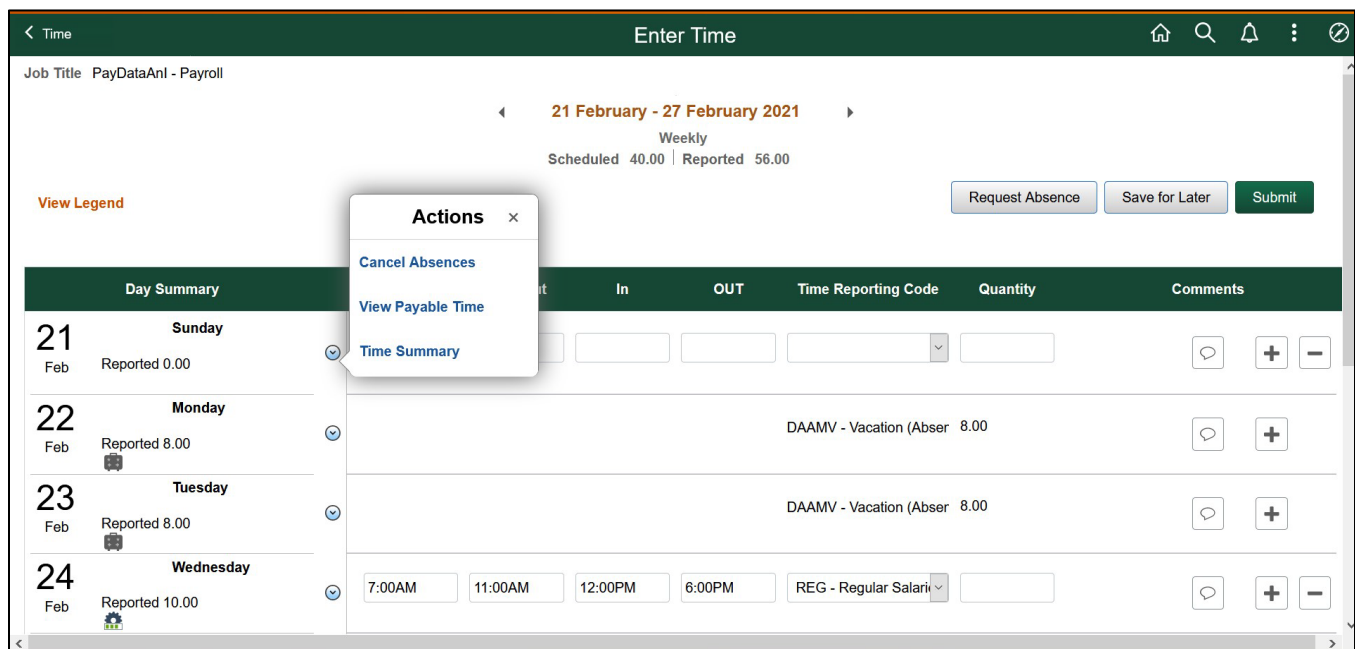
Enter Time
12/01/23 - 12/15/23
Reported 0.00

Staff Timesheet Entry – Detail Guide



If you have multiple jobs, click Select Another Job to switch to another timesheet

Actions List on Timesheet



Click the drop-down arrow to view the Actions list.

Time

Enter Time

Feb

Reported 8.00

24

Wednesday

Feb

Reported 10.00

25

Thursday

Feb

Reported 10.00

26

Friday

Feb

Reported 10.00

27

Saturday

Feb

Reported 10.00

7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary

7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary

7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary

7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	STRAIGHT	End Balance
1	STRAIGHT	Comp Time		
2	PREMIUM	Comp Time		13.50
3	HOL&CLO	Comp Time		4.00

Compensatory Time Off

- Holiday & Closure: Payroll will upload paid holiday and closure hours
- Worked on holiday or closure **with approval** accrues compensatory time off at the rate of one hour for each hour worked (straight time), and use as paid leave within 12 months

March 12, 2024

Compensatory Time Off for Non-exempt Staff

	Federal: Premium Comp	State: Straight Comp
Earning	Employee who is <u>required and permitted</u> to <u>work >40 hours/week</u> , the system accrues comp time off at rate of 1.5 hours for one hour overtime worked	Employee's work hours + paid leave + holiday > 40 hours per workweek, but total hours of physical work < 40 hours , the system accrues straight comp time off at rate of 1 hour for each hour greater than 40 hours
Usage	Used as paid leave before vacation leave	
Expiration	Never expires	12 months
Limitation	Regular employee maximum 240 hours; Law enforcement personnel maximum 480 hours	

Part-Time Employee Over Standard Hours

- For a part-time and benefit-eligible employee, who is assigned less than 40 hours/week. For example, Bob has been assigned standard hours 20 hours/week.
 - Over 20 hours/week standard hours:
 - If Bob worked 25 hours, which is over his standard hours, the 5 hours will be paid at his regular rate.
 - Over 40 hours/week:
 - If Bob is required to physically worked > 40 hours, let's say 42 hours, 3 hours (3 hours = 2 hours overtime*1.5) of Premium Comp Time will be accrued, and it can be used as paid leave.
 - If Bob worked hours + paid leave + holiday > 40 hours, let's say 42 hours, but total hours of physical work less than 40, 2 hours (2 hours = 2 hours overtime *1) of Over Standard Comp Time will be accrued, and it can be used as paid leave before expired.

Use Comp Time Off as Paid Leave

- Select TRC from drop-down list and type in hours (maximum 10 hours a day)
 - PCT: Premium Comp Time Taken
 - SCT: Straight Comp Time Taken
 - HCT: Holiday/Closure Comp Taken
 - OSC: Over Standard Comp Taken
- Check and use your comp time off before it expires

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	1/8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PCT - Premium Comp Taken	8.00	1/9

Request Comp Time Payout

Premium Comp

- 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

Straight Comp

- With authorization of the VP of department, if the employee takes comp time off would disrupt normal teaching, research or other critical functions
- Earns for work directly related to disaster or emergency declared by the appropriate officer of the state or federal government.

Holiday & Closure Comp

- With authorization of the VP of department, if the employee takes comp time off would disrupt normal teaching, research or other critical functions

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PCP - Premium Comp Paid ▾	40.00	2/5