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
• Report absences on Time tile • If no leave in the month—click NTR tile (Nothing to Report) at the end of month	• Report work and absence hours on Time tile • Earn compensatory time off if work overtime

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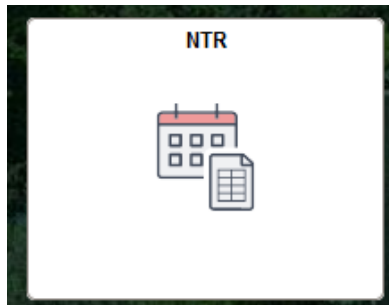
- At the end of month, **if there are no absences to be reported**, click the NTR tile on Gemini for Departments
- Select the month from drop-down, and click Submit at the end of month
- If you have absences in the month, you don't need to submit NTR
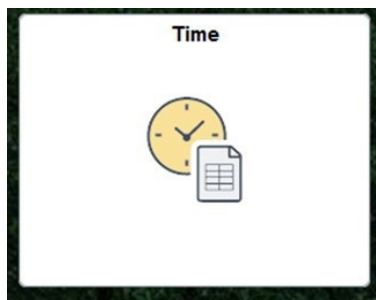
Report Absences:

- 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

Time

Enter Time	Cancel Absences	Absence Balances	Absence Request History
03/01/24 - 03/31/24		135 109	
Reported 2.00		Vacation Balance Sick Balance	
		As Of 2024-02-29	

Enter Time

*Job Title [Time & Labor Business Analyst ▾]

A [📅] [<] [>] February 13, 2023 - February 19, 2023   B *View By [Weekly ▾]

Scheduled 40.00 | Reported 0.00

View Legend   [Save for Later] [Subm...] [Request Absence] D

*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

C [▾]   [+] [−] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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. Time Reporting codes for miscellaneous leave are in the drop-down list
D. Select "Request Absence" to report sick leave or vacation

Report Sick Leave / Vacation Details

Request Absence

×

Time & Labor Business Analyst

[Submit]

*Start Date [03/06/2024 📅]   End Date [03/06/2024 📅] [+1 Day]

*Absence Name [Sick ▾] [Apply Absence]

- 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

Review or Cancel Absences

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

Report Miscellaneous Leave

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 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

Check Time Status

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

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 Time Reporting Codes (TRC) from drop-down list
D. Use "Request Absence" to report sick leave or vacation
E. 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 Type 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

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FOS	Foster Parent Leave	Paid leave for foster parent meetings
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LWP	Admin Leave With Pay	Paid leave to record administrative leave
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SDF	Sick Lve Donation Take- FMLA	Receive direct donation of sick leave for FMLA and use as paid leave

Leave TRC	Description	
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VHC	Veteran's Healthcare	Veteran medical or mental health leave
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HOL	Paid Holiday Hours	Hours will be assigned based on FTE
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- 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

- 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

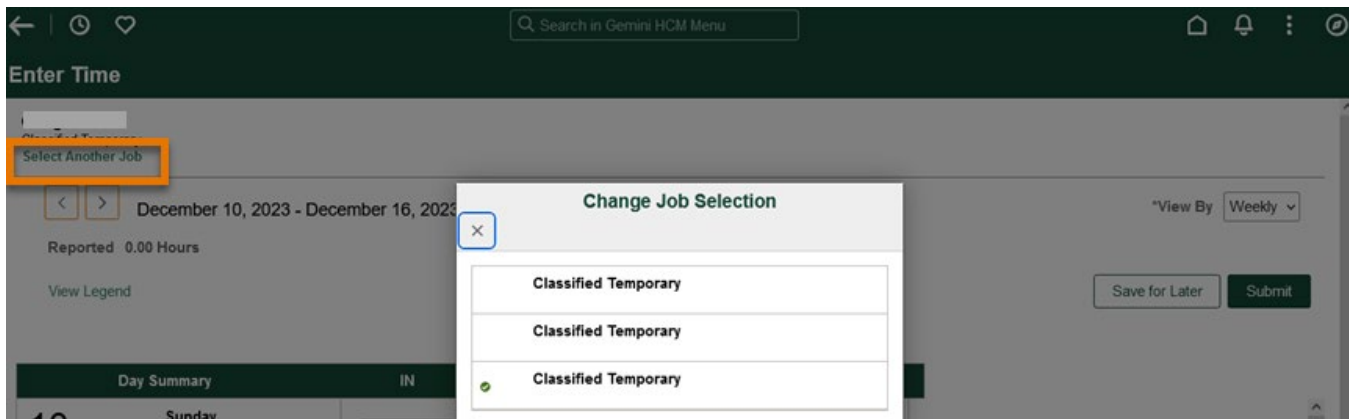## Review or Cancel Absences

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Actions List on Timesheet

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

Check Compensatory (Comp) Time Balance

Comp time balances update weekly. Comp time accrued during the week will be updated in next week.

Compensatory Time Off

Holiday & Closure Comp Time

- 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

TRC	Description	
		Regular Employee
HWK	Holiday Worked	Regular employees who worked on holiday that doesn't fall on weekends
CWK	Closure Worked	Regular employees worked when campus is closed due to weather conditions
		Police Officers
HLW	Holiday Worked	Holiday Hours Worked on weekdays for campus police officers
CLW	Closure Worked	Closure Worked for campus police officers
PHW	Police Holiday on Weekend worked	Police officers who are required to work on a national or state holiday that falls on a Saturday or Sunday

Compensatory Time Off for Non-exempt Staff

	Federal: Premium Comp	State: Straight Comp
Earning	Employee who is <u>required and permitted</u> to work >40 hours/week, 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
							1/8
					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
					PCP - Premium Comp Paid ⌄	40.00	2/5