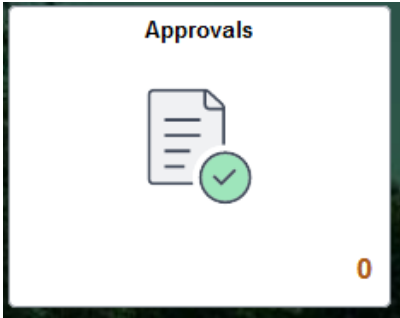
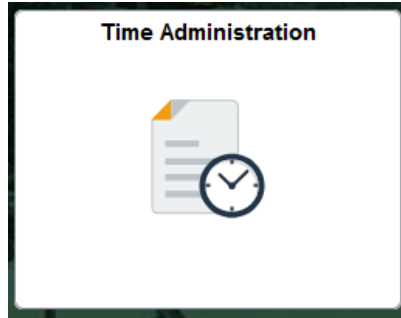


Manager / Supervisor Timesheet Approval – Detail Guide

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Managers and Supervisors

Approval tile	Time Administration tile
<ul style="list-style-type: none"> Review and approve timesheet 	<ul style="list-style-type: none"> Can enter time on behalf of employees and correct the timesheet if needed Review details and approve timesheet
	

Deadlines

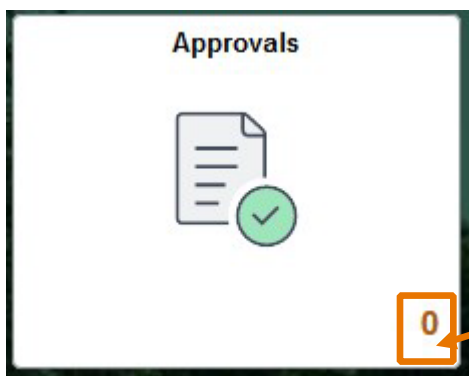
- Time reporter's deadlines:
 - Semi-monthly paid hourly rate reporters: 1st and 16th
 - Monthly paid salaried reporters: 1st
- Manager approval deadline:
 - Semi-monthly paid hourly rate reporters: 3rd and 18th
 - Monthly paid salaried reporters: 3rd

Types of Employees

- Monthly salaried employees are eligible for paid leave.
 - Monthly salaried employee: 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").
 - Paid leave
 - Sick
 - Vacation (faculty is not eligible)
 - Miscellaneous leave – refer to [UTD Paid Time Off – Other Paid Leave](#)
 - Overtime compensatory time off
 - 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](#).
 - 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.
- Hourly & student employees:
 - Not eligible for paid leave and comp time off.
 - Paid semi-monthly.
 - If work over 40 hours/week, will be paid at overtime rate.
 - Student workers are limited to 20 hours/week or less in fall and spring semesters, summer hours and official school breaks may be different.

Types	Employee Type	Timesheet	Paid Leave	Overtime
Monthly salaried exempt	Faculty and exempt staff	Report absences , and if no absence report NTR	Yes	No
Monthly salaried non-exempt	Non-exempt staff	Report work hours + absences	Yes	Comp Time Off
Semi-monthly paid hourly rate	Temp employees and student workers	Report work hours	No	Overtime rate
RA/TA/GA	RA/TA/GA	No timesheet	No	No

Approvals Tile



The bottom right corner shows the number of Need Approvals

Reported Time

Pending Approvals

View By Type

All 47

One Card 1

Payable Time 3

Remote Work Agreement 4

Reported Time 39

Reported Time

Reported Time

Quantity for Approval

04/30/2021 - 04/30/2021

Reported Time

Quantity for Approval

06/10/2021 - 06/10/2021

Reported Time

Quantity for Approval

07/08/2021 - 07/14/2021

Reported Time

Quantity for Approval

07/20/2021 - 07/20/2021

Reported Time

Quantity for Approval

08/30/2021 - 08/31/2021

Reported Time

Quantity for Approval

- View By: Type > Reported Time
- View By: Requester

Reported Time Filter

- You can use filter at the top left corner for individual employee, select the employee's name and click filter button
- Use reset button to clear all filters

The screenshot shows the 'Pending Approvals' interface. On the left, there is a 'View By' dropdown menu set to 'Type'. Below it, a list of filter options is shown: 'All' (47), 'One Card' (1), 'Payable Time' (3), 'Remote Work Agreement' (4), and 'Reported Time' (39). The 'Reported Time' option is highlighted with an orange dashed border. On the right, the 'Reported Time' section displays a list of approval records. Each record shows a 'Reported Time' range and a 'Quantity for Approval'. The first record shows '04/30/2021 - 04/30/2021' with a quantity of 1. The second record shows '06/10/2021 - 06/10/2021' with a quantity of 1. The third record shows '07/08/2021 - 07/14/2021' with a quantity of 1. The fourth record shows '07/20/2021 - 07/20/2021' with a quantity of 1. The fifth record shows '08/30/2021 - 08/31/2021' with a quantity of 1. The sixth record shows '08/30/2021 - 08/31/2021' with a quantity of 1. A filter icon (a funnel) is highlighted with an orange box in the top left corner of the 'Reported Time' section.

The screenshot shows the 'Filters' dialog box. It has a 'Cancel' button on the top left and a 'Filter' button on the top right. The 'Type' dropdown is set to 'Reported Time'. The 'Requester' dropdown is open, showing a list of names: 'Colin Davidson', 'Dan Atwood', and 'Kai MacKenzie'. The 'From' field is set to 'Colin Davidson'. The 'Date Period' field is set to 'Kai MacKenzie'. A 'Reset' button is located at the bottom center of the dialog box.

Approve, Deny, or Pushback

- Select checkbox on each record to approve, deny or push back
- Review details by clicking on each record
- Leave comments if you push back or deny

Sr Business Process Analyst

Approve Deny Pushback

1 line(s) are pending your approval

Summary

Time Period 01/31/2023 - 01/31/2023

Quantity for Approval 0.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Denied 0.00 Hours

Quantity Scheduled 8.00 Hours

Quantity Reported 0.00 Hours

View Legend

Reported Time Details

Pending All

1 row

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	01/31/2023	NTR - Nothing to Report	0.00 Hours	0.00 Hours / 8.00 Hours

Approver Comments
approved

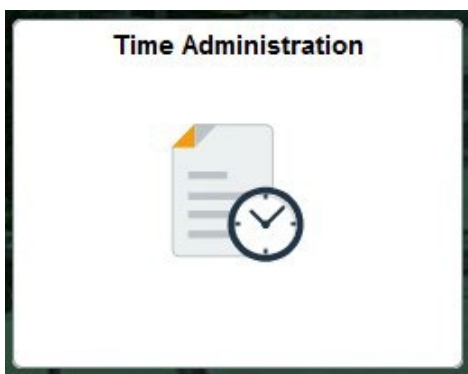
Approval: Reported Time is accurate.

Push back:

- Please leave comments and notify the employee that they need to correct and submit again.
- Manager can make corrections and submit the timesheet again through Time Administration tile.
- Do NOT “push back” punch in/out users (web clock users) as they cannot modify punches, the manager should correct the error on their timesheet through Time Administration tile.

Deny: Manager can make corrections through Time Administration tile and submit timesheet again for approval.

Time Administration Tile



Run Reports to Check Unapproved Time

- Monthly Employees folder
 - MO Unresolved Exceptions
 - MO Unapproved Sick & Vacation
 - MO Unapproved REG and Leave
- Semi-Monthly Employees folder
 - SM Unresolved Exceptions
 - SM Unapproved Time

Manager / Supervisor Timesheet Approval – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

- Enter Department ID and click View Result
- Download the excel if needed
- Please review the unapproved hours and the manager who is responsible for approval
 - Reported Status:
 - **Saved**: the time has not been submitted yet, and the time won't be sent to Approval tile. The supervisor can submit the timesheet on behalf of the employee.
 - **Needs Approval**: the time was sent to supervisor for approval and has not been approved yet.
 - **Push Back/Denied**: the supervisor can correct the time entry and approve it.

Time Administration											
Time Reporters in Groups											
Department Data & Summaries											
Monthly Employees											
MO Weekly Time Summary											
MO Employee Sick/Vac History											
MO Sick & Vacation Details											
MO REG & Leave Details											
MO Unapproved Sick & Vacation											
MO Unapproved REG & Leave											
MO Blank Timesheets											
MO Timesheet Summary											
MO Total Hours Worked (REG)											
MO Employee REG & Leave Audit											
MO Employee Sick/Vac Audit											
MO Unresolved Exceptions											
MO Employee Comp Time Report											
MO Comp Time Summary											
MO Employee Paycheck Details											
MO Paycheck											
Semi-Monthly Employees											

TL_TA_2G - MO Unapproved REG & Leave											
Department ID: 506000											
View Results											
Download results in: Excel Spreadsheet CSV Text File XML File (111 kb)											
View All											
Row	Dept ID	First Name	Last Name	ID	Empl Record	Date	Quantity	TRC	Saved/Submitted Date	Reported Status	Manager
1	506000			40		0 02/04/2024	7.000000	REG	02/04/2024 2:56:19AM	Needs Approval	Maranda Tupper
2	506000			40		0 02/07/2024	10.000000	REG	02/08/2024 2:29:20AM	Needs Approval	Maranda Tupper
3	506000			40		0 02/08/2024	10.000000	REG	02/08/2024 9:24:17PM	Needs Approval	Maranda Tupper
4	506000			40		0 02/09/2024	10.000000	REG	02/09/2024 9:29:59PM	Needs Approval	Maranda Tupper
5	506000			40		0 02/10/2024	3.000000	REG	02/10/2024 9:29:42PM	Needs Approval	Maranda Tupper
6	506000			40		0 02/11/2024	7.000000	REG	02/10/2024 9:30:07PM	Saved	Maranda Tupper
7	506000			20		0 02/04/2024	5.000000	REG	02/04/2024 7:50:31PM	Needs Approval	Larry Aldrich
8	506000			20		0 02/06/2024	10.000000	REG	02/10/2024 8:11:13AM	Needs Approval	Larry Aldrich
9	506000			20		0 02/07/2024	10.000000	REG	02/10/2024 8:11:13AM	Needs Approval	Larry Aldrich
10	506000			40		0 01/02/2024	6.500000	HLW	01/02/2024 2:51:37PM	Needs Approval	Adam Perry
11	506000			40		0 01/03/2024	4.000000	REG	01/04/2024 4:45:18PM	Needs Approval	Adam Perry
12	506000			40		0 01/03/2024	4.000000	REG	01/04/2024 4:45:18PM	Needs Approval	Adam Perry
13	506000			40		0 01/04/2024	4.000000	REG	01/04/2024 4:45:40PM	Needs Approval	Adam Perry
14	506000			40		0 01/04/2024	4.000000	REG	01/04/2024 4:45:40PM	Needs Approval	Adam Perry
15	506000			40		0 01/05/2024	8.000000	REG	01/05/2024 2:22:41PM	Needs Approval	Adam Perry
16	506000			40		0 01/10/2024	4.000000	REG	01/11/2024 2:10:03PM	Needs Approval	Adam Perry
17	506000			40		0 01/10/2024	4.000000	REG	01/11/2024 2:10:03PM	Needs Approval	Adam Perry
18	506000			40		0 01/11/2024	3.250000	REG	01/11/2024 2:11:15PM	Needs Approval	Adam Perry
19	506000			40		0 01/11/2024	4.000000	REG	01/11/2024 2:11:15PM	Needs Approval	Adam Perry
20	506000			40		0 01/13/2024	4.500000	REG	01/16/2024 11:00:00AM	Needs Approval	Adam Perry
21	506000			40		0 02/05/2024	2.250000	REG	02/06/2024 6:28:28PM	Needs Approval	Adam Perry
22	506000			40		0 02/05/2024	5.250000	REG	02/06/2024 6:28:28PM	Needs Approval	Adam Perry
23	506000			40		0 02/06/2024	10.500000	REG	02/06/2024 6:31:21PM	Needs Approval	Adam Perry
24	506000			40		0 02/07/2024	9.000000	REG	02/08/2024 2:19:56PM	Needs Approval	Adam Perry
25	506000			40		0 02/08/2024	7.000000	REG	02/08/2024 3:17:15PM	Needs Approval	Adam Perry
26	506000			40		0 02/09/2024	3.000000	REG	02/09/2024 10:51:31AM	Needs Approval	Adam Perry
27	506000			40		0 01/22/2024	10.000000	REG	01/22/2024 1:15:30PM	Needs Approval	Larry Aldrich
28	506000			40		0 01/23/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
29	506000			40		0 01/24/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
30	506000			40		0 01/25/2024	1.250000	OIC	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
31	506000			40		0 01/25/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
32	506000			40		0 01/26/2024	4.000000	REG	01/25/2024 10:47:09PM	Needs Approval	Larry Aldrich
33	506000			20		0 02/05/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
34	506000			20		0 02/06/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
35	506000			20		0 02/07/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
36	506000			20		0 02/08/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
37	506000			20		0 02/09/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
38	506000			20		0 02/06/2024	9.000000	REG	02/07/2024 5:05:01PM	Saved	Brent Tourangeau
39	506000			20		0 02/07/2024	9.750000	REG	02/07/2024 5:05:01PM	Saved	Brent Tourangeau
40	506000			20		0 02/08/2024	4.000000	REG	02/08/2024 4:59:27PM	Saved	Brent Tourangeau
41	506000			20		0 02/08/2024	4.000000	REG	02/08/2024 4:59:27PM	Saved	Brent Tourangeau
42	506000			20		0 02/09/2024	5.500000	REG	02/09/2024 4:22:29PM	Saved	Brent Tourangeau
43	506000			20		0 02/09/2024	3.500000	REG	02/09/2024 4:22:29PM	Saved	Brent Tourangeau

Review or Correct Reported Time

- Reported Time or UTD Timesheet
- Type in Employee ID or Name
- Click Get Employee List
- Click on the name of search result to see details

Time Administration

- Approve Payable Comp Time
- Enroll Employee Approver
- UTD Timesheet - View & Approve
- ePAR Actions
- ePUR - Position Update/Request
- Job Data
- Update Person Detail
- Review Paycheck
- Unprocessed Reported Time
- Reported Time
- Query Viewer-HCM
- Analyze Reported Time Audit
- Timecard Report
- Time Reporters in Groups

Approve Reported Time

Timesheet Summary

Employee Selection

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>

Get Employee List
Clear Criteria
Save Criteria

Change View

*View By: All Time Before
 Date: 03/11/2024
☒ Include Absence
☒ Show Schedule Information

Employees For Xi Chen, Time Needing Approval Before 03/11/2024

Review Time that Needs Approval and Exceptions

- Select Date:
 - Type the date in Date box or click the calendar icon to select a date and click green refresh button
 - Use Previous Week or Next Week to navigate forward and backward
 - Change View By to weekly or period (monthly or semi-monthly)

Select Another Timesheet

*View By: Week
 *Date: 03/03/2024
 Previous Week Next Week

From 03/03/2024 to 03/09/2024

Add Comments	Day	Date	IN	Meal Out	IN
	Sun	3/3			
	Mon	3/4	8:00AM	1:00PM	2:00PM
	Tue	3/5	8:00AM	1:00PM	2:00PM
	Wed	3/6	8:00AM	1:00PM	2:00PM

- Report Status:
 - Saved:** cannot be approved, employee has not submitted the time for approval, but the manager can **enter**, **edit**, **save**, or **submit** on behalf of employee

Manager / Supervisor Timesheet Approval – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

- **Needs Approval:** ready for review and approval/deny/ push back
- **Push Back/Denied:** If the time entry is not accurate, the supervisor can edit, correct and resubmit the time for approval
- **Approval in Process:** hours are submitted in the workflow. Check the Approval Monitor to see who can approve by clicking Approval In Process hyperlink.

From 03/03/2024 to 03/09/2024 ?

Add Comments	Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reporting
<input type="text"/>	Sun	3/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon	3/4	Needs Approval						DAAMS - Sick
<input type="text"/>	Tue	3/5	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
<input type="text"/>	Wed	3/6	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
<input type="text"/>	Thu	3/7	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
<input type="text"/>	Fri	3/8	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
<input type="text"/>	Sat	3/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Approve Time

- Select the check box to approve
- If the supervisor decides to push back/deny, please leave comments and notify the employee. Or, the supervisor can edit and correct the time on behalf of the employee.
- If the checkbox is grayed out, click Edit to resubmit
- Old time needs approval:
 - For time within 6 months, the supervisor or department back-up approvers can approve or correct the time entries.
 - For time over 6 months, please contact Payroll payroll@utdallas.edu for unapproved REG and Leaves, and contact HR HCM-Timereporting@utdallas.edu for Sick and Vacation.

From 01/14/2024 to 01/20/2024 ?

Select	Add Comments	Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
<input type="checkbox"/>	<input type="text"/>	Sun	1/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input checked="" type="checkbox"/>	<input type="text"/>	Mon	1/15	Needs Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		HOL - Paid Holiday Hours	8.00
<input type="checkbox"/>	<input type="text"/>	Tue	1/16	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>	<input type="text"/>	Wed	1/17	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>	<input type="text"/>	Thu	1/18	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>	<input type="text"/>	Fri	1/19	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>	<input type="text"/>	Sat	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Approval

Manager / Supervisor Timesheet Approval – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

Time and Labor

From 03/03/2024 to 03/09/2024 ⓘ

Add Comments	Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	3/3	New							
	Mon	3/4	Needs Approval						DAAMS - Sick (Absence)	8.00
	Tue	3/5	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
	Wed	3/6	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
	Thu	3/7	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
	Fri	3/8	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
	Sat	3/9	New							

Save for Later
Submit

Summary
Leave / Compensatory Time
Absence
Exceptions

Absence Events ⓘ

1-1 of 1

Absence Take

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>	03/04/2024	03/04/2024	Sick	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Edit

Absence Events ⓘ

1-1 of 1

Absence Take

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input checked="" type="checkbox"/>	09/20/2022	09/20/2022	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet

Add Absence Event

Approval

Approve
Deny
Push Back

Exceptions

- Exceptions are system-generated alerts to the manager that hours reported requires additional attention, and assists the manager in identifying common issues
- Check if there are comments left by time reporters
- Click Exception tab to review the explanation
- Low and medium severity exceptions can be allowed by clicking Allow check box
- High severity exceptions cannot be allowed. It's a hard stop of time and needs to be resolved.

Manager / Supervisor Timesheet Approval – Detail Guide

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Add Comments	Day	Date	Reported Status	Exception	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code
	Sun	2/18	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Mon	2/19	Approved		8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
	Tue	2/20	Approved		8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
	Wed	2/21	Approved		8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
	Thu	2/22	Approved		8:00AM	12:00PM	1:00PM	6:00PM	9.00	REG - Regular Salaried Hours Worked
B	Fri	2/23	Approved	A	6:00AM			8:30PM	14.50	REG - Regular Salaried Hours Worked
	Sat	2/24	Approved		6:30AM			7:00PM	12.50	REG - Regular Salaried Hours Worked

C

Exceptions ⓘ

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/> D	02/23/2024	TLX10068	Time Administration	Unresolved	Medium	Reported hours exceed daily average hours during a specified period.	<input type="text"/>
<input type="checkbox"/>	02/24/2024	TLX10068	Time Administration	Unresolved	Medium	Reported hours exceed daily average hours during a specified period.	<input type="text"/>

Comments

Employee ID

Administrative Assistant II Employment Record 0

Actions ▾

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 02/23/2024

1-1 of 1 > >> | View All

	Date	User ID	DateTime Created	Source	Comment
1	02/23/2024	<input type="text"/>	02/26/2024 1:59PM	Time Reporting	Bass FORMS conference 02/23-02/24

Compensatory Time Off

<input type="radio"/>	Thu	3/7	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
<input type="radio"/>	Fri	3/8	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
<input type="radio"/>	Sat	3/9	New						

✓ Leave and Compensatory Time Balances ⓘ

1-3 of 3

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	Maximum Allowed	View Detail
Comp Time	HOLCLO	6.00	0			
Comp Time	PREMIUM	13.50	0			
Comp Time	STRAIGHT	9.50	0			

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
Comp Time Accrual	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.

Employee Use Comp Time Taken

- Employees can use Comp Time as paid leave
 - PCT: Premium Comp Time Taken
 - SCT: Straight Comp Time Taken
 - HCT: Holiday/Closure Comp Taken
 - OSC: Over Standard Comp Taken

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
					PCP - Premium Comp Paid	40.00	2/5

Approve Hours before Changing Timesheet

- If the employee timesheet need to be changed, all pending approval hours need to be approved.
 - 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
- If the time entries are not accurate, the supervisor needs to correct the timesheet, submit again and approve.
- Comp Time Off balance need to be used/paid.

Example: Time Template Switch

- Bob changed from monthly non-exempt (MON) to monthly exempt (MOE).
 - The time reporting template changed from punch type to elapsed time
 - Exempt employee cannot accrue overtime compensatory time off (straight and premium comp), but only holiday/closure comp

Summary	Leave / Compensatory Time	Absence	Exceptions
Before			
▼ Leave and Compensatory Time Balances ?			
<div> <div></div> <div></div> </div>			
Plan Type	Plan	Recorded Balance	
Comp Time	HOLCLO	10.75	
Comp Time	PREMIUM	160.50	
Comp Time	STRAIGHT	5.50	

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions
After				
▼ Leave and Compensatory Time Balances ?				
<div> <div></div> <div></div> </div>				
Plan Type	Plan	Recorded Balance	Minimum Allowed	
Comp Time	HOLCLO	10.75		

Manager / Supervisor Timesheet Approval – Detail Guide

Payroll & Tax Services
payroll@utdallas.edu

- Bob plans to use all his Straight Comp and part of Premium Comp as paid leave
 - 5.5 hours of Straight Comp Taken
 - 1.5 hours of Premium Comp Taken
- The rest of Premium Comp will be paid
 - 159 hours of Premium Comp Paid
- The comp balance in the next week
 - HOL/CLO is the same
 - Straight and Premium are removed.

		Approved		9:00AM	1:00PM	1:30PM	5:15PM	7.75	REG - Regular Salaried Hours Worked	
Fri	9/1	Approved							PCT - Premium Comp Taken	0.50
		Approved		9:30AM	12:30PM	1:30PM	6:00PM	7.50	REG - Regular Salaried Hours Worked	
Sat	9/2	Approved							PCP - Premium Comp Paid	159.00