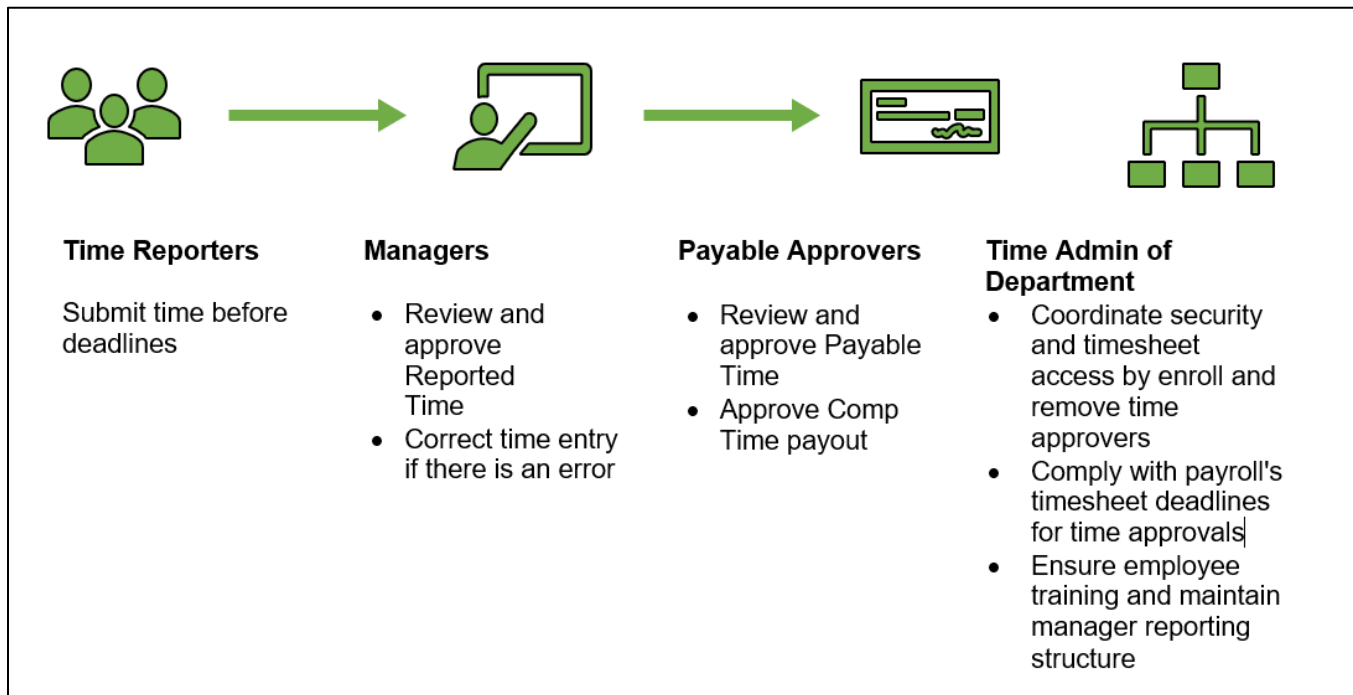


Payable Approver & Time Administrator Detail Guide

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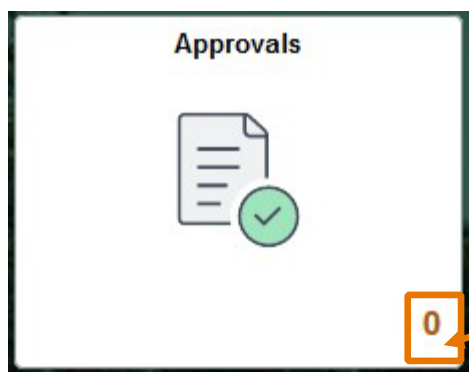


Payable Approver

- Second level of approval
- Student Employment Office (SEO) approves off-campus work study payments
- Approves Comp Time payout

Check Payable Time Needs Approval

Gemini for Departments > Approvals tile > Payable Time



The bottom right corner shows the number of Need Approvals

Payable Time

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

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

Payable Time Filter

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

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

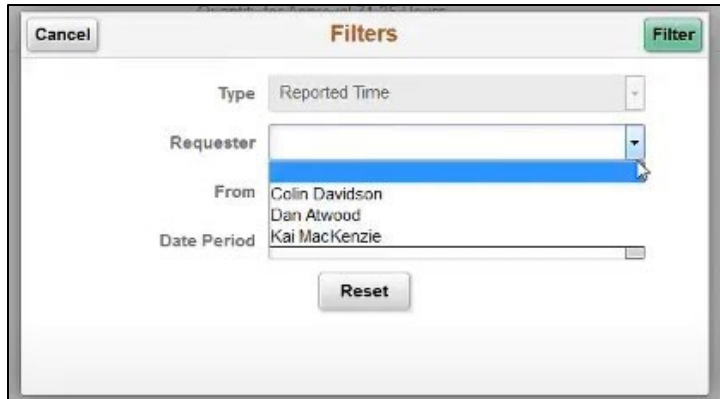
Reported Time

Quantity for Approval

08/30/2021 - 08/31/2021

Reported Time

Quantity for Approval

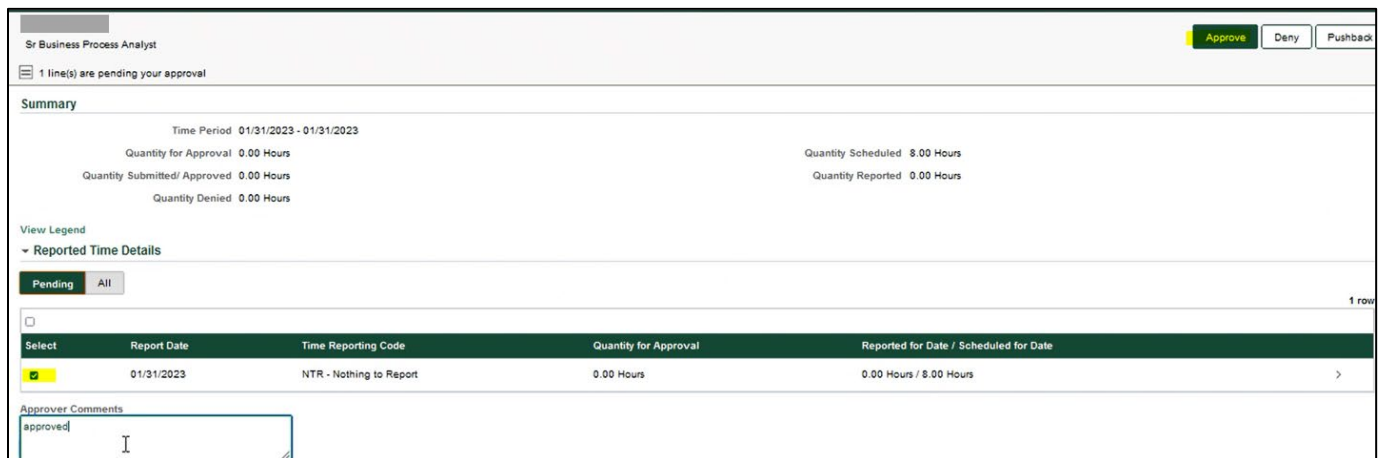


A dialog box titled "Filters" with a "Cancel" button on the top left and a "Filter" button on the top right. It contains the following fields:

- Type:** A dropdown menu with "Reported Time" selected.
- Requester:** A dropdown menu with a blue highlight on the first option.
- From:** A text field containing "Colin Davidson", "Dan Alwood", and "Kai MacKenzie".
- Date Period:** A date range selector.
- Reset:** A button at the bottom center.

Approve or Deny Payable Time

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



The approval interface shows a summary of pending time requests. At the top right are buttons for "Approve", "Deny", and "Pushback". Below the summary, there is a table of pending items. The first item is selected, and the "Approver Comments" field is active with the text "approved".

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

Approval: Will be included on next paycheck.

Deny:

- Hours will not be paid.
- The employee cannot take further actions. Please contact the manager or time administrator to correct time entries through Time Administration tile

Push Back:

- Do NOT use for Compensatory Time Payout
- Please contact the manager or time administrator to correct time entries through Time Administration tile



A row of three buttons: "Approve", "Deny", and "Push Back".

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 <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.

Approve 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

Comp Time Payout Timeline

- Deadline for Compensatory Time payout: 20th of each month for upcoming 1st paycheck.
 - Example – Payroll processes the February 1st paycheck on January 20th.
 - Payments will include the last week of the previous month and the first three weeks of the current month.
 - Anything approved after that date will be included on the next available paycheck.
 - PCP: Premium Comp Paid – Department Approval
 - HCP: Holiday/Closure Comp Paid – VP Approval
 - SCP: Straight Comp Paid – VP Approval

Time Administrators

- Assign new hire timesheets & supervisors
- Remove access for terminated employees
- Can enter/correct time, but cannot approve
- Check for saved/unapproved time
- Ensure new employees receive timesheet training
- Maintain manager reporting structure and optional job title

New Hire or Rehire Status

- I. Time Administrator runs 'No Manager Assigned' to check for new hires needing a manager assigned
 - II. Enroll employee approver
 - **! Important:** Rehire with Correct Timesheet (Employee Record).
- I. *Run No Manager Assigned Report*

- Gemini for Departments > Time Administration > Department Data & Summaries > No Manager Assigned
- Type in department ID and click View Results, download if needed

Time Administration

Time Reporters in Groups

Department Data & Summaries

- Employee Leave Balance
- Service Accrual
- Comp Plan Data
- Timesheet Data
- Active Job, No Timesheet
- Remove Employee/Manager
- No Manager Assigned**
- Job Data

TL_TA_1D - No Manager Assigned

Dept ID: 304000

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All First 1-2 of 2 Last

Row	Dept ID	First Name	Last Name	ID	Empl Record	Pay Group	Start Date
1	304000				0	DAL-HOURLY NONEXEMPT	10/05/2023
2	304000				0	DAL-HOURLY NONEXEMPT	05/08/2023

II. Enroll Employee Approver for New Hire/Rehire

- Gemini for Departments > Time Administration > Enroll Employee Search by department ID
- Click search
- Once a supervisor is designated for new hires, security access will be applied, and timesheet will be assigned
- Payroll runs a weekly report to identify individuals who are New and have not been assigned a timesheet

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
- Department Data & Summaries

Enroll Employee Approver

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Set ID

begins with

Department

begins with

304000

Description

begins with

Company

begins with

Location Set ID

begins with

Location Code

begins with

Budget with Department

begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear

TL Employee Approvers

TL Dept Approver

Department 409101

OBF Integrated Technology Serv

1-7 of 7

	*Empl ID	Empl Record	Name *	Job Code	Description	*Supervisor ID	Supervisor Name	Optional Job Title		
1	40	0		C09350	Business Process Analyst	20			+	-
2	40	1		A00376	Decision Support BI Arch/Dev	20			+	-
3	20	2		A00376	Decision Support BI Arch/Dev	20			+	-
4	20	1		C09317	Mgr Information Technology	40			+	-
5	20	0		C09354	Sr Business Process Analyst	20			+	-
6	40	0		C09350	Business Process Analyst	20			+	-
7	40	0		C09354	Sr Business Process Analyst	20			+	-

Save

Return to Search

Previous in List

Next in List

Notify

- Click the “+” sign to add a new record
- Enter employee ID
- Enter employee Record
 - Each employee has only one empl ID but may have multiple empl records, and each Empl Record associated with a timesheet.

- **! Important:** For rehires, select the CORRECT employee record (timesheet) associated with their current enrollment.
- When employees are rehired, their old timesheet will carry over unless the timesheet was “deactivated”. Once an old assignment has completed (terminated), the active employee should be assigned another Empl Record # for their new assignment.
- ✓ **TIP:** If not sure, you can click on the magnifying glass to view all Employee Records associated with this employee).

Look Up Empl Record

Empl ID

Empl Record =

Organizational Relationship begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-7 of 7

Empl Record	Organizational Relationship	HR Status	Pay Group	Job Code	Department
0	EMP	Inactive	MTA	S00061	303002
1	EMP	Inactive	MOS	F00039	304000
2	EMP	Active	MOC	F00039	304000
3	EMP	Inactive	MOS	F00039	304000
4	EMP	Inactive	MOS	F00039	304000
5	EMP	Inactive	MOS	F00039	304000
6	EMP	Inactive	MOS	F00039	304000

- Enter Supervisor ID (Timesheet approver)
- Enter Notes or Optional Job Title in “Optional Job Title” (such as grader, researcher) or leave blank
- Click Save

Example of faculty with multiple Empl Records

- Jason, a faculty member on the 9-month fall & spring semesters contract (pay group MOC), has completed his contract. He will start a summer contract (pay group MOS), and he should be assigned another Empl Record #.
- If Jason is in pay group MOA (faculty salary divided over 12 months), he will have 2 active status pay groups during summer - MOA and MOS. Carefully choose the correct Empl Record # to enroll approver.
- If you notice an error, please contact Payroll

Pay Groups

- Faculty
 - MOC: a 9-month contract for fall & spring
 - MOA: a 9-month contract and salary divided over 12 months
 - MOS: summer contract
- Staff
 - MOE: monthly salaried exempt (not eligible) for overtime, only report absences
 - MON: monthly salaried non-exempt (eligible for overtime), report work hours and absences
- Hourly & Student
 - HRN: hourly worker paid semi-monthly
 - MTA / MRA: TA / RA paid monthly without timesheets

Termination/Transfer – Leaving Your Department

- Before the employee leaves your department, Time Administrators must ensure all time is entered and approved.
- Premium Comp Time balance should be paid out
- Remove employee from 'Enroll Employee Approver' page

I. Run Reports to Check Unapproved Time

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		02/04/2024	7.000000	REG	02/04/2024 2:56:19AM	Needs Approval	Maranda Tupper
2	506000			40		02/07/2024	10.000000	REG	02/08/2024 2:29:20AM	Needs Approval	Maranda Tupper
3	506000			40		02/08/2024	10.000000	REG	02/08/2024 9:24:17PM	Needs Approval	Maranda Tupper
4	506000			40		02/09/2024	10.000000	REG	02/09/2024 9:29:59PM	Needs Approval	Maranda Tupper
5	506000			40		02/10/2024	3.000000	REG	02/10/2024 9:29:42PM	Needs Approval	Maranda Tupper
6	506000			40		02/11/2024	7.000000	REG	02/10/2024 9:30:07PM	Saved	Maranda Tupper
7	506000			20		02/04/2024	5.000000	REG	02/04/2024 7:50:31PM	Needs Approval	Larry Aldrich
8	506000			20		02/06/2024	10.000000	REG	02/10/2024 8:11:13AM	Needs Approval	Larry Aldrich
9	506000			20		02/07/2024	10.000000	REG	02/10/2024 8:11:13AM	Needs Approval	Larry Aldrich
10	506000			40		01/02/2024	6.500000	HLW	01/02/2024 2:51:37PM	Needs Approval	Adam Perry
11	506000			40		01/03/2024	4.000000	REG	01/04/2024 4:45:18PM	Needs Approval	Adam Perry
12	506000			40		01/03/2024	4.000000	REG	01/04/2024 4:45:18PM	Needs Approval	Adam Perry
13	506000			40		01/04/2024	4.000000	REG	01/04/2024 4:45:40PM	Needs Approval	Adam Perry
14	506000			40		01/04/2024	4.000000	REG	01/04/2024 4:45:40PM	Needs Approval	Adam Perry
15	506000			40		01/05/2024	8.000000	REG	01/05/2024 2:22:41PM	Needs Approval	Adam Perry
16	506000			40		01/10/2024	4.000000	REG	01/11/2024 2:10:03PM	Needs Approval	Adam Perry
17	506000			40		01/10/2024	4.000000	REG	01/11/2024 2:10:03PM	Needs Approval	Adam Perry
18	506000			40		01/11/2024	3.250000	REG	01/11/2024 2:11:15PM	Needs Approval	Adam Perry
19	506000			40		01/11/2024	4.000000	REG	01/11/2024 2:11:15PM	Needs Approval	Adam Perry
20	506000			40		01/13/2024	4.500000	REG	01/16/2024 11:00:00AM	Needs Approval	Adam Perry
21	506000			40		02/05/2024	2.250000	REG	02/06/2024 6:28:28PM	Needs Approval	Adam Perry
22	506000			40		02/05/2024	5.250000	REG	02/06/2024 6:28:28PM	Needs Approval	Adam Perry
23	506000			40		02/06/2024	10.500000	REG	02/06/2024 6:31:21PM	Needs Approval	Adam Perry
24	506000			40		02/07/2024	9.000000	REG	02/08/2024 2:19:56PM	Needs Approval	Adam Perry
25	506000			40		02/08/2024	7.000000	REG	02/08/2024 3:17:15PM	Needs Approval	Adam Perry
26	506000			40		02/09/2024	3.000000	REG	02/09/2024 10:51:31AM	Needs Approval	Adam Perry
27	506000			40		01/22/2024	10.000000	REG	01/22/2024 1:15:30PM	Needs Approval	Larry Aldrich
28	506000			40		01/23/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
29	506000			40		01/24/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
30	506000			40		01/25/2024	1.250000	OIC	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
31	506000			40		01/25/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
32	506000			40		01/26/2024	4.000000	REG	01/25/2024 10:47:09PM	Needs Approval	Larry Aldrich
33	506000			20		02/05/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
34	506000			20		02/06/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
35	506000			20		02/07/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
36	506000			20		02/08/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
37	506000			20		02/09/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
38	506000			20		02/06/2024	9.000000	REG	02/07/2024 5:05:01PM	Saved	Brent Tourangeau
39	506000			20		02/07/2024	9.750000	REG	02/07/2024 5:05:01PM	Saved	Brent Tourangeau
40	506000			20		02/08/2024	4.000000	REG	02/08/2024 4:59:27PM	Saved	Brent Tourangeau
41	506000			20		02/08/2024	4.000000	REG	02/08/2024 4:59:27PM	Saved	Brent Tourangeau
42	506000			20		02/09/2024	5.500000	REG	02/09/2024 4:22:29PM	Saved	Brent Tourangeau
43	506000			20		02/09/2024	3.500000	REG	02/09/2024 4:22:29PM	Saved	Brent Tourangeau

- Gemini for Departments → Time Administration
- Run reports:
 - 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
- Enter Department ID and click View Result
- Download the file as excel if needed
- Please review the unapproved hours status 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 the supervisor's Approval tile. The supervisor can submit the timesheet on behalf of the employee in Time Administration tile.
 - **Needs Approval:** the time was sent to supervisor for approval and has not been approved yet. Please remind the supervisor to review.
 - **Push Back/Denied:** the supervisor can correct the time entry, submit and approve it in Time Administration tile.
- 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.

II. Payout Premium Comp Balance

- Premium Comp Time should be paid out:
 - 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
- Department payable approvers can approve

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

Example: Payout Comp Balance Before 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 ⓘ

⌕

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

▼ Leave and Compensatory Time Balances ⓘ

⌕

After

Plan Type	Plan	Recorded Balance	Minimum Allowed
Comp Time	HOLCLO	10.75	

- 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

III. Remove Timesheet Access for Terminated/Transfer Employees

TL Employee Approvers TL Dept Approver

Department 304000 Management

⌕

	*Empl ID	Empl Record	Name ↑	Job Code	Description	*Supervisor ID	Supervisor Name	Optional Job Title		
1	400273	Q	Director	A00273	Director	400273	Director		+	-
2	C03133	Q	Learning Specialist II	C03133	Learning Specialist II	200000	Learning Specialist II		+	-
3	S09997	Q	Student Assistant	S09997	Student Assistant	400273	Student Assistant	FY24: St Worker	+	-
4	F00051	Q	Lecturer I	F00051	Lecturer I	200000	Lecturer I		+	-

- Remove terminated employee after all time has been approved and paid.

- For example, John was a monthly paid salaried employee, who left UTD on Jan 2nd, and his time has been approved and paid until Feb 1st
- Time Administration tile > Enroll Employee Approver
- Search your department by ID, click “minus (-)” sign and save

Time Administrator Routine Processes

- Check for saved/unapproved time, and comply with Payroll deadlines
 - Recommended timeline to run reports
 - Review unapproved hours
- Review department access and approvers

I. Running Reports for Saved/Unapproved Hours

- Gemini for Departments > Time Administration

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 Sck/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	First 1-100 of 237	
1	506000			40		02/04/2024	7.000000	REG	02/04/2024 2:56:19AM	Needs Approval	Maranda Tupper		
2	506000			40		02/07/2024	10.000000	REG	02/08/2024 2:29:20AM	Needs Approval	Maranda Tupper		
3	506000			40		02/08/2024	10.000000	REG	02/08/2024 9:24:17PM	Needs Approval	Maranda Tupper		
4	506000			40		02/09/2024	10.000000	REG	02/09/2024 9:29:59PM	Needs Approval	Maranda Tupper		
5	506000			40		02/10/2024	3.000000	REG	02/10/2024 9:29:42PM	Needs Approval	Maranda Tupper		
6	506000			40		02/11/2024	7.000000	REG	02/10/2024 9:30:07PM	Saved	Maranda Tupper		
7	506000			20		02/04/2024	5.000000	REG	02/04/2024 7:50:31PM	Needs Approval	Larry Aldrich		
8	506000			20		02/06/2024	10.000000	REG	02/10/2024 8:11:13AM	Needs Approval	Larry Aldrich		
9	506000			20		02/07/2024	10.000000	REG	02/10/2024 8:11:13AM	Needs Approval	Larry Aldrich		
10	506000			40		01/02/2024	6.500000	HLW	01/02/2024 2:51:37PM	Needs Approval	Adam Perry		
11	506000			40		01/03/2024	4.000000	REG	01/04/2024 4:45:18PM	Needs Approval	Adam Perry		
12	506000			40		01/03/2024	4.000000	REG	01/04/2024 4:45:18PM	Needs Approval	Adam Perry		
13	506000			40		01/04/2024	4.000000	REG	01/04/2024 4:45:40PM	Needs Approval	Adam Perry		
14	506000			40		01/04/2024	4.000000	REG	01/04/2024 4:45:40PM	Needs Approval	Adam Perry		
15	506000			40		01/05/2024	8.000000	REG	01/05/2024 2:22:41PM	Needs Approval	Adam Perry		
16	506000			40		01/10/2024	4.000000	REG	01/11/2024 2:10:03PM	Needs Approval	Adam Perry		
17	506000			40		01/10/2024	4.000000	REG	01/11/2024 2:10:03PM	Needs Approval	Adam Perry		
18	506000			40		01/11/2024	3.250000	REG	01/11/2024 2:11:15PM	Needs Approval	Adam Perry		
19	506000			40		01/11/2024	4.000000	REG	01/11/2024 2:11:15PM	Needs Approval	Adam Perry		
20	506000			40		01/13/2024	4.500000	REG	01/16/2024 11:00:00AM	Needs Approval	Adam Perry		
21	506000			40		02/05/2024	2.250000	REG	02/06/2024 6:28:28PM	Needs Approval	Adam Perry		
22	506000			40		02/05/2024	5.250000	REG	02/06/2024 6:28:28PM	Needs Approval	Adam Perry		
23	506000			40		02/06/2024	10.500000	REG	02/06/2024 6:31:21PM	Needs Approval	Adam Perry		
24	506000			40		02/07/2024	9.000000	REG	02/08/2024 2:19:56PM	Needs Approval	Adam Perry		
25	506000			40		02/08/2024	7.000000	REG	02/08/2024 3:17:15PM	Needs Approval	Adam Perry		
26	506000			40		02/09/2024	3.000000	REG	02/09/2024 10:51:31AM	Needs Approval	Adam Perry		
27	506000			40		01/22/2024	10.000000	REG	01/22/2024 1:15:30PM	Needs Approval	Larry Aldrich		
28	506000			40		01/23/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich		
29	506000			40		01/24/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich		
30	506000			40		01/25/2024	1.250000	OIC	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich		
31	506000			40		01/25/2024	10.000000	REG	01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich		
32	506000			40		01/26/2024	4.000000	REG	01/25/2024 10:47:09PM	Needs Approval	Larry Aldrich		
33	506000			20		02/05/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber		
34	506000			20		02/06/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber		
35	506000			20		02/07/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber		
36	506000			20		02/08/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber		
37	506000			20		02/09/2024	8.000000	REG	02/09/2024 6:35:38AM	Needs Approval	Karl Zuber		
38	506000			20		02/06/2024	9.000000	REG	02/07/2024 5:05:01PM	Saved	Brent Tourangeau		
39	506000			20		02/07/2024	9.750000	REG	02/07/2024 5:05:01PM	Saved	Brent Tourangeau		
40	506000			20		02/08/2024	4.000000	REG	02/08/2024 4:59:27PM	Saved	Brent Tourangeau		
41	506000			20		02/08/2024	4.000000	REG	02/08/2024 4:59:27PM	Saved	Brent Tourangeau		
42	506000			20		02/09/2024	5.500000	REG	02/09/2024 4:22:29PM	Saved	Brent Tourangeau		
43	506000			20		02/09/2024	3.500000	REG	02/09/2024 4:22:29PM	Saved	Brent Tourangeau		

- Run reports:
 - 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
- Enter Department ID and click View Result
- Download the file as excel if needed
- Please review the unapproved hours status 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 the supervisor's Approval tile. The supervisor can submit the timesheet on behalf of the employee in Time Administration tile.
 - **Needs Approval**: the time was sent to supervisor for approval and has not been approved yet. Please remind the supervisor to review.
 - **Push Back/Denied**: the supervisor can correct the time entry, submit and approve it in Time Administration tile.
- 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.

a. Recommended Timeline to Run Reports

Day	Employee Timesheet Submission	Manager Deadline	Time Admin Suggested	Payroll
1	<ul style="list-style-type: none"> • Semi-monthly for days 16-31 • Monthly for previous month 			Monthly & Semimonthly pay day
2			Reported Time & Absences	
3		Deadline for approval of timesheet		
4			<ul style="list-style-type: none"> • Unapproved Time (REG & Leave, Sick & Vacation) • Comp Summary - earned/taken/paid • Unresolved Exceptions 	
7				Begin Semi check for 15th
15			• Semi Payable Time for 15 th check	Semimonthly pay day
16	Semimonthly for days 1-15			
18		DL for approval Semi		
19			<ul style="list-style-type: none"> • Unapproved Time • Unresolved Exceptions • Unapproved Comp Time payment for monthly check on 1st 	
20				Begin check for 1st

b. Review or Correct Timesheet

- Time Administration > UTD Timesheet > type employee name or ID > click Get Employee List
- Click on name from search result
- For more details on timesheet entry, please check the appropriate guide on Payroll's website
 - Faculty Timesheet
 - Staff Timesheet
 - Hourly & Student Timesheet

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

Approve Reported Time Timesheet Summary

Employee Selection

Employee Selection Criteria

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

Show Schedule Information

Reported Status:

- **Saved:** cannot be approved, employee has not submitted the time for approval, but Time Admin can enter, edit, save, or submit on behalf of employee
- **Needs Approval:** ready for review and approval/deny/push back
- **Push Back/Denied:** the supervisor can correct the time entry and approve it
- **Approval in Process:** hours are submitted in the workflow. Click Approval Monitor (the hyperlink Approval In Progress) to see who can approve. Usually, the supervisor and department back-up approver are listed.

Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
Sun	10/29	New							
Mon	10/30	Approved	8:15AM	12:30PM	1:30PM	5:15PM	8.00	REG - Regular Salaried Hours Worked	
Tue	10/31	Approved						DAAMS - Sick (Absence)	8.00
Wed	11/1	Approval In Process	8:30AM	12:30PM	1:30PM	5:30PM	8.00	REG - Regular Salaried Hours Worked	
Thu	11/2	Approval In Process	7:30AM	12:30PM	1:30PM	4:30PM	8.00	REG - Regular Salaried Hours Worked	
Fri	11/3	Approval In Process	8:00AM	12:30PM	1:30PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
Sat	11/4	New							

Timesheet

Approval Monitor

By Employee Approver

Reported Time Approval for REG on 2023-11-01 08.30.00 (In):Pending

Route To Approver

Pending

Multiple Approvers

TL Employee Approver

Reported Time Approval for REG on 2023-11-01 12.30.00 (Meal):Pending

Route To Approver

Pending

Multiple Approvers

TL Employee Approver

Reported Time Approval for REG on 2023-11-01 13.30.00 (In):Pending

Route To Approver

Pending

Multiple Approvers

TL Employee Approver

Reported Time Approval for REG on 2023-11-01 17.30.00 (Out):Pending

Route To Approver

Pending

Multiple Approvers

TL Employee Approver

Reported Time Approval for REG on 2023-11-02 07.30.00 (In):Pending

Route To Approver

Pending

Multiple Approvers

TL Employee Approver

Reported Time Approval for REG on 2023-11-02 12.30.00 (Meal):Pending

Route To Approver

Pending

Multiple Approvers

TL Employee Approver

Approvers

Appraiser #1

Name: Sherry Jones

User ID: [REDACTED]

Empl ID: [REDACTED]

Last Name: Jones

First Name: Sherry

Appraiser #2

Name: Kimberly James

User ID: [REDACTED]

Empl ID: [REDACTED]

Last Name: James

First Name: Kimberly

Appraiser #3

Name: Mary Rogers

User ID: [REDACTED]

Empl ID: [REDACTED]

Last Name: Rogers

First Name: Mary

Appraiser #4

Name: Nicole Harrington

User ID: [REDACTED]

Empl ID: [REDACTED]

Last Name: Harrington

First Name: Nicole

Appraiser #5

Name: Nithya Ramachandran

User ID: [REDACTED]

Empl ID: [REDACTED]

Last Name: Ramachandran

First Name: Nithya

Appraiser #6

Name: Heather Burge

User ID: [REDACTED]

Empl ID: [REDACTED]

Last Name: Burge

First Name: Heather

Approve Time

- Contact the approvers (supervisor/backup approvers) to select the check box to approve
- If the approver decides to push back/deny, please leave comments, and notify the employee to correct. The supervisor can also edit and correct the time on behalf of the employee.
- If the checkbox is grayed out, click edit to resubmit the time
- 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"/>		Sun	1/14	New							
<input type="checkbox"/>		Mon	1/15	Needs Approval						HOL - Paid Holiday Hours	8.00
<input type="checkbox"/>		Tue	1/16	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>		Wed	1/17	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>		Thu	1/18	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>		Fri	1/19	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	
<input type="checkbox"/>		Sat	1/20	New							

Save for Later

Submit

Approval

Select All

Deselect All

Approve

Deny

Push Back

Exceptions

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 checked="" 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"/>

- 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.

II. Review Department Approvers

- Gemini for Departments > Time Administration > Enroll Employee Approver > TL Dept Approver Tab
- Submit an email to Payroll to assign these roles with departmental approval:
 - Payable Approver
 - Backup Approver
 - Time Administrator

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

TL Employee Approvers

TL Dept Approver

Department

506000

University Police

Payable Approver

	Empl ID	Name		
1	20		+	-
2	20		+	-
3	40		+	-

Backup Approver

	Empl ID	Name		
1	20		+	-

Timesheet Access Summary

- New Hires
 - ePAR completed
 - System updates their Job Data information overnight
 - Payroll activates new timesheets daily
 - Time Administrator runs 'No Manager Assigned' to check for new hires needing a manager assigned
 - Time Administrator assigns a manager to correct Empl Record number
- Terminations
 - BEFORE the employee leaves your office, ensure all time is entered and approved. The 'Unapproved' reports will help you locate unapproved time.
 - Remove employee from 'Enroll Employee Approver' page
- Transferring Employees - Leaving your Department
 - BEFORE the employee leaves your office, ensure all time is entered and approved
 - Remove employee from 'Enroll Employee Approver' page
- Transferring Employees - Joining your Department
 - Coordinate with the employee or prior department's Time Admin to ensure the prior department's time is complete and approved
 - Add the employee to the 'Enroll Employee Approver' page
- Transferring Employees - Troubleshooting
 - If the NEW manager cannot approve, it was submitted under the old manager. Contact Payroll.
 - If the OLD manager cannot approve, the employee has already transitioned to the next dept, and the old manager cannot approve. Contact Payroll.
 - If the Absence Email goes to the OLD manager, contact the prior department and get them removed from their list. Then, have the employee click 'Edit/Submit' and the new manager will get the email and can approve. Otherwise, contact Payroll.