

# Manager / Supervisor Timesheet Approval – Detail Guide

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Example: Time Template Switch

#### Managers and Supervisors

Approval tile	Time Administration tile
Review and approve timesheet	<ul> <li>Can enter time on behalf of employees and correct the timesheet if needed</li> <li>Review details and approve timesheet</li> </ul>
Approvals	Time Administration

# Deadlines

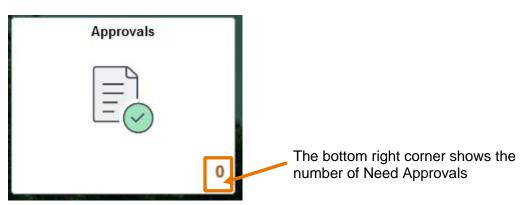
- Time reporter's deadlines:
  - Semi-monthly paid hourly rate reporters: 1st and 16<sup>th</sup>
  - Monthly paid salaried reporters: 1st
- Manager approval deadline:
  - Semi-monthly paid hourly rate reporters: 3rd and 18<sup>th</sup>
  - Monthly paid salaried reporters: 3<sup>rd</sup>

# 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 <sup>1</sup>/<sub>2</sub> continuous months and not employed as student (job code = "S").
  - Paid leave
    - Sick
    - Vacation (faculty is not eligible)
    - Miscellaneous leave refer to <u>UTD Paid Time Off Other Paid Leave</u>
  - o 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 <u>UTD Classified Pay Plan and Salary Guide website</u>.
    - 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 <b>absences</b> , 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



# **Reported Time**

Pending Approvals		
View By Type 🗸 🗸	Reported Time	
() All (47	Ţ	
One Card     1     Payable Time     3	Reported Time	Quantity for Approval 04/30/2021 - 04/30/20
Remote Work Agreement 4	Reported Time	Quantity for Approval 06/10/2021 - 06/10/20
⊘ Reported Time 39	Reported Time	Quantity for Approval 07/08/2021 - 07/14/20
	Reported Time	Quantity for Approval 07/20/2021 - 07/20/20
	Reported Time	Quantity for Approval 08/30/2021 - 08/31/20
	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

Per	nding Approvals			
	View By Type	~	Reported Time	
	All	47	Ţ	
<b>a</b>	One Card	1	Reported Time	Quantity for Approval 04/30/2021 - 04/30/20
۰ <u>۲</u>	Payable Time	3	Reported Time	Quantity for Approval 06/10/2021 - 06/10/20
0	Reported Time	39	Reported Time	Quantity for Approval 07/08/2021 - 07/14/20
			Reported Time	Quantity for Approval 07/20/2021 - 07/20/20
			Reported Time	Quantity for Approval 08/30/2021 - 08/31/20
			Penorted Time	Quantity for Approval

Cancel		Filters	Filter
	Туре	Reported Time	+
	Requester		Ę
	From	Colin Davidson Dan Atwood	4
	Date Period	Kai MacKenzie	
		Reset	

# 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 01/31/202	3 - 01/31/2023					
Quantity for Approval 0.00 Hour			Quantity Scheduled 8.00 Hours			
Quantity Submitted/ Approved 0.00 Hour	5		Quantity Reported 0.00 Hours			
Quantity Denied 0.00 Hour	5					
View Legend						
- Reported Time Details						
Pending All						
0						1 row
Select Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date			
01/31/2023	NTR - Nothing to Report	0.00 Hours	0.00 Hours / 8.00 Hours			>
Approver Comments approved	1					
I						

**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

Time Administration	
_	
$\odot$	

#### **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

- 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.

ime Reporters in Groups						
	TL_TA_2G - MO Unapprove	d REG & Leave				
Department Data &						
Summaries	Department ID 506000 Q					
	View Results					
Anthly Employees	Download results in : Excel S	preadSheet CSV Text File XM	IL File (111 kb)			
ionany Employeee	View All					First 1-100 of 237 🛞 L
O Mandala Time Overser	Row Dept ID First Name	Last Name ID	Empl Record Date	Quantity TRC Saved/Submitted Date	Reported Status	Manager
IO Weekly Time Summary	1 506000	Last Name ID 40	0 02/04/2024	7.000000 REG 02/04/2024 2:58:19AM	Needs Approval	Maranda Tupper
	2 506000	40.	0 02/04/2024	10.000000 REG 02/04/2024 2:56:19AM	Needs Approval	Maranda Tupper Maranda Tupper
IO Employee Sick/Vac History	3 506000	40.	0 02/08/2024	10.000000 REG 02/08/2024 2:25:20AM	Needs Approval	Maranda Tupper
	4 506000	40.	0 02/08/2024	10.000000 REG 02/08/2024 9:29:59PM		
	5 506000	40.	0 02/10/2024	3.000000 REG 02/09/2024 9:29:59PM	Needs Approval	Maranda Tupper
IO Sick & Vacation Details	6 506000	40:	0 02/10/2024	7.000000 REG 02/10/2024 9:29:42PM	Needs Approval	Maranda Tupper
					Saved	Maranda Tupper
IO REG & Leave Details		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
O Unapproved Sick &	10 506000	40:	0 01/02/2024	6.500000 HLW 01/02/2024 2:51:37PM	Needs Approval	Adam Perry
acation	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
IO Unapproved REG & Leave	13 506000	401	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
O Blank Timesheets	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
O Timesheet Summary	18 506000	40:	0 01/11/2024	3.250000 REG 01/11/2024 2:11:15PM	Needs Approval	Adam Perry
o ninesheet Summary	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
O Total Hours Worked (REG)	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
O Employee REG & Leave	23 506000	40:	0 02/06/2024	10.500000 REG 02/06/2024 6:31:21PM	Needs Approval	Adam Perry
udit	24 506000	40:	0 02/07/2024	9.000000 REG 02/08/2024 2:19:56PM	Needs Approval	Adam Perry
o on	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
O Employee Sck/Vac Audit	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
O Unresolved Exceptions	29 506000	40:	0 01/24/2024	10.000000 REG 01/25/2024 10:46:28PM	Needs Approval	Larry Aldrich
o onicooned Exceptions	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
O Employee Comp Time	32 506000	40:	0 01/26/2024	4.000000 REG 01/25/2024 10:47:09PM	Needs Approval	Larry Aldrich
eport	33 506000	20	0 02/05/2024	8.000000 REG 02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
	34 506000	201	0 02/06/2024	8.000000 REG 02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
O Comp Time Summary	35 506000	201	0 02/07/2024	8.000000 REG 02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
	36 506000	201	0 02/08/2024	8.000000 REG 02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
	37 506000	201	0 02/09/2024	8.000000 REG 02/09/2024 6:35:38AM	Needs Approval	Karl Zuber
O Employee Paycheck	38 506000	201	0 02/06/2024	9.000000 REG 02/07/2024 5:05:01PM	Saved	Brent Tourangeau
etails	39 506000	201	0 02/07/2024	9.750000 REG 02/07/2024 5:05:01PM	Saved	Brent Tourangeau
	40 506000	201	0 02/08/2024	4.000000 REG 02/08/2024 4:59:27PM	Saved	Brent Tourangeau
IO Paycheck	41 506000	201	0 02/08/2024	4.000000 REG 02/08/2024 4:59:27PM	Saved	Brent Tourangeau
MO Paycheck	42 506000	20	0 02/09/2024	5.500000 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	Approve Reported Time			New Window   Hel
Enroll Employee Approver	Timesheet Summary			
UTD Timesheet - View & Approve	✓ Employee Selection			
ePAR Actions	Employee Selection Criteria			Get Employee List
ePUR - Position Update/Request	Selection Criterion Sel	ection Criterion Value		Clear Criteria
Job Data	Employee ID		<u>م</u>	Save Criteria
🔚 Update Person Detail	Last Name		Q	
📔 Review Paycheck	First Name		<u>م</u>	
Unprocessed Reported Time	Department		٩	
Reported Time				
Query Viewer-HCM	Change View			
Analyze Reported Time Audit	*View By All Time Before	✓ Include Absence	✓ Show Schedule Informati	on
Timecard Report				
Time Reporters in Groups	Employees For Xi Chen Time Needing Approv	al Refore 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
  - o Use Previous Week or Next Week to navigate forward and backward
  - Change View By to weekly or period (monthly or semi-monthly)

Select Another Timeshee	et											
*View I	By Wee	ek				~				P	revious Week No	ext Week
*Da	te 03/0	03/2024	<b>⊞</b> 4	1								_
				-	Ca	lend	ar		×			
			Ma	arch		~	2024		~			
			S	М	т	w	т	F	S			
From 03/03/2024 to 03/09/20	24 ⑦							1	2			
Add Comments	Day	Date	3	4	5	6	7	8	9	IN	Meal Out	In
	Sun	3/3	10	11 18	12 19	13 20	14 21	15 22	16 23			
р 1	Mon	3/4	24	25	26	27	28	29	30	8:00AM	1:00PM	2:00PM
D I	Гue	3/5	31							8:00AM	1:00PM	2:00PM
Ω I	Ned	3/6		< 		rrent [	Jate		>	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

- **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 ③							Dunch	
Add Comments	Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reportin
Q	Sun	3/3	New						
	Mon	3/4	Needs Approval						DAAMS - Sick
Q	Tue	3/5	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
0	Wed	3/6	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
Q	Thu	3/7	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
Q	Fri	3/8	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
Q	Sat	3/9	New						
Save for Later		Submit							

#### 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 <u>payroll@utdallas.edu</u> for unapproved REG and Leaves, and contact HR <u>HCM-Timereporting@utdallas.edu</u> for Sick and Vacation.

Select	Add Comments	Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quant
	0	Sun	1/14	New						· · ·	
	ø	Mon	1/15	Needs Approval						HOL - Paid Holiday Hours	8.
	۲	Tue	1/16	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked V	
	P	Wed	1/17	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸	
	0	Thu	1/18	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸	
	0	Fri	1/19	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸	
	0	Sat	1/20	New						· ·	
Save f	or Later	Submit									
roval											
Se	lect All	Deselect All		Approve	Deny	Push E	Back				

dd Comments	s Day	Date	Reported Status	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quant			
>	Sun	3/3	New						~				
	Mon	3/4	Needs Approval						DAAMS - Sick (Absence)	8			
D	Tue	3/5	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked				
D	Wed	3/6	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸				
D	Thu	3/7	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸				
D	Fri	3/8	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸				
C	Sat	3/9	New						~				
Save for Later     Submit       Summary     Leave / Compensatory Time       Absence Events     O													
Absence T	ake ∥⊳									1-1 of			
Select	*Start Date	End Date	Absence Name	Duration	Unit Type Detail	s Status	Appro	val Monitor	Source Cancel	Edit			

osence Take									
elect	"Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source
	09/20/2022	09/20/2022	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Manage Timeshe
Add Abser	nce Event								
roval			Approve		Deny		Push Back		
			Approve	-	Deny		Push Back		

#### Exceptions

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

# Manager / Supervisor Timesheet Approval – Detail Guide

Add Comment	ts	Day		Reported Status	Exception	IN		Meal Out	In	OUT	Punch Total	Time Reporting Code
0		Sun	2/18	New								· · ·
D		Mon	2/19	Approved		8:00	MAC	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked V
Q		Tue	2/20	Approved		8:00	DAM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked v
0		Wed	2/21	Approved		8:00	MAC	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked 🗸
P		Thu	2/22	Approved		8:00	DAM	12:00PM	1:00PM	6:00PM	9.00	REG - Regular Salaried Hours Worked 🗸
<b>B</b>		Fri	2/23	Approved	G A	6:00	DAM			8:30PM	14.50	REG - Regular Salaried Hours Worked V
P		Sat	2/24	Approved	Ğ	6:30	DAM			7:00PM	12.50	REG - Regular Salaried Hours Worked 🗸
Save f	for Later		Submit									
			Time									
Summary	Leave / C	ompensato	ory lime    <u>4</u>	bsence Ex	ceptions							
	0											
Exceptions (	0											
Allow	Date	Exce	ption ID	Exception Sou	rce Status		Exc	eption Severity	Explanation	Comment		
									Reported hours			
	02/23/2024	TLX1	0068	Time Administ	ration Unresolve	d	Med	ium	exceed daily avera hours during a	age		
D									specified period.			
_	0010 4/000 4	-							Reported hours exceed daily avera	age		
	02/24/2024	TLX1	0068	Time Administ	ration Unresolve	a	Med	ium	hours during a specified period.			
Undata	Evention	ור										
Update	e Exception											
Commen	nts											
						Emp	loyee	ID				
Administrativ	ive Assistant I	ļ.				Employment	t Reco	ord 0				
Note												
Comme	ent history car	nnot be al	tered or remo	ved. Once you s	elect OK to leave the p	age or selec	t Appl	y for one or more	e entered comme	ent,		
you will	I not be able to	o alter or r	remove those	comments late	r.							
Comments	s related to t	time ent	ered for 02/	23/2024					< <	1-1 of 1 🗸	> > 1	View All
										1-1011-*	2 21 1	
,	Date	Us	ser ID	DateTin	ne Created Source		Comr	nent				
1	02/23/2024			02/26/2 1:59PM		ia.	Bass	FORMS confere	nce 02/23-02/24			

Add Comment

Cancel Apply

ОК

# Compensatory Time Off

Q	Thu	3/7	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked				
9	Fri	3/8	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked				
9	Sat	3/9	New										
Save for Later		Submit											
Summary Leave / Co	mpensate	ory Time	Absence	Exceptions									
✓ Leave and Compensatory Time Balances ⑦													
									1-3 of 3 v				
Plan Type	PI	an		Recorded Balance	Minimum Allowed	Maximum Allov	ved Maximu	m Allowed	View Detail				
Comp Time	н	OL <u>C</u> LO		6.00		)			[b				
Comp Time	PI	REMIUM		13.50					[b				
Comp Time	S	TRAIGHT		9.50					Ŀ				

# Holiday & Closure Comp Time

- Holiday & Closure: Payroll will upload paid holiday and closure hours
- Worked on holiday or closure <u>with approval</u> 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						
	Police Holiday on	Police officers who are required to work on a national or state holiday that falls						
PHW	Weekend worked	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 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 le	ave before vacation leave			
Expiration	Never expires	12 months			
Limitation	Regular employee maximum 240 hours; Lav	aw enforcement personnel maximum 480 hours			

#### Part-Time Employee Over Standard Hours

- For a part-time and benefits 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.
    - If worked hours + paid leave + holiday > 20 standard hours, for example 25 hours, the Over Standard Comp will accrue 5 hours, and it can be used as paid leave before it expires.
  - Over 40 hours/week:
    - If Bob is required to physically work > 40 hours, for example 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.

#### 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	оит	Punch Total	Time Reporting Code	Quantity	Date
					<b></b>		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	ουτ	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.
  - o FLSA status change from Nonexempt to Exempt
  - o 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 ⑦											
Plan Type	Plan	Recorded Balance									
Comp Time	HOL <u>C</u> LO	10.75									
Comp Time	PREMIUM	160.50									
Comp Time	STRAIGHT	5.50									

Reported Time Status	mary Leave / Comp	ensatory Time	Exceptions								
Leave and Compensatory Time	e Balances 🕐										
After											
Plan Type	Plan	Recorded Balance	Minimum Allowed								
Comp Time	HOL <u>C</u> LO	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

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- 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 V	159.00