Manager / Supervisor Timesheet Approval – Detail Guide

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Managers and Supervisors

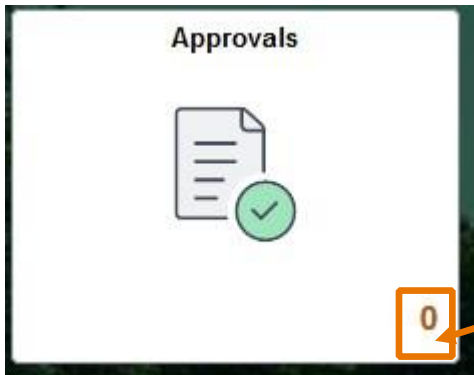| Approval tile	Time Administration tile
• Review and approve timesheet	• Can enter time on behalf of employees and correct the timesheet if needed • Review details and approve timesheet
Approvals 0	Time Administration

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

- 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

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

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
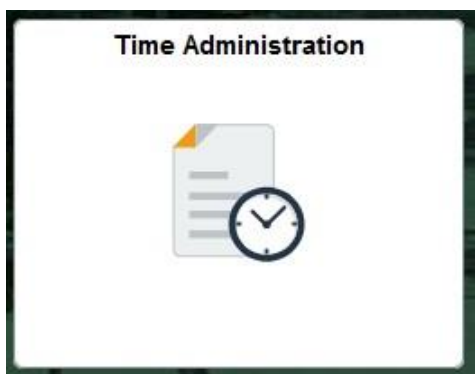
Run Reports to Check Unapproved Time

- 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

- 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.

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	New Window | Help
Enroll Employee Approver	**Approve Reported Time**
UTD Timesheet - View & Approve	**Timesheet Summary**
ePAR Actions	
ePUR - Position Update/Request	⌄ **Employee Selection**
Job Data	**Employee Selection Criteria**
Update Person Detail	
Review Paycheck	
Unprocessed Reported Time	
Reported Time	
Query Viewer-HCM	**Change View**
Analyze Reported Time Audit	
Timecard Report	
Time Reporters in Groups	

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	🔍
Last Name	🔍
First Name	🔍
Department	🔍

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   Previous Week   Next Week

*Date: 03/03/2024 📅 ↻

Calendar   ✕

March ⌄   2024 ⌄

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

‹   Current Date   ›

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	Approval in Process	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

- o **Needs Approval:** ready for review and approval/deny/ push back
- o **Push Back/Denied:** If the time entry is not accurate, the supervisor can edit, correct and resubmit the time for approval
- o **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 Reportin
▢	Sun	3/3	New						
	Mon	3/4	Needs Approval						DAAMS - Sick
▢	Tue	3/5	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
▢	Wed	3/6	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
▢	Thu	3/7	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
▢	Fri	3/8	Saved	8:00AM	1:00PM	2:00PM	5:00PM	8.00	REG - Regular
▢	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:
  - o For time within 6 months, the supervisor or department back-up approvers can approve or correct the time entries.
  - o 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
☐	▢	Sun	1/14	New						⌄	
☐	▢	Mon	1/15	Needs Approval						HOL - Paid Holiday Hours ⌄	8.00
☐	▢	Tue	1/16	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked ⌄	
☐	▢	Wed	1/17	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked ⌄	
☐	▢	Thu	1/18	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked ⌄	
☐	▢	Fri	1/19	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked ⌄	
☐	▢	Sat	1/20	New						⌄	

Save for Later	Submit

Approval

Select All	Deselect All	Approve	Deny	Push Back

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
☐	03/04/2024	03/04/2024	Sick	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	[Edit]

Absence Events ⊘

[Absence Take] ‖▷

Select	*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	Manager Timesheet

[Add Absence Event]

Approval

[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.

Add Comments	Day	Date	Reported Status	Exception	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code
💬	Sun	2/18	New							
💬	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

[Save for Later]   [Submit]

Summary | Leave / Compensatory Time | Absence | **Exceptions** **C**

Exceptions ⓘ

[⊞] [🔍]

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
☐ **D**	02/23/2024	TLX10068	Time Administration	Unresolved	Medium	Reported hours exceed daily average hours during a specified period.	
☐	02/24/2024	TLX10068	Time Administration	Unresolved	Medium	Reported hours exceed daily average hours during a specified period.	

[Update Exception]

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	[████████]	02/26/2024 1:59PM	Time Reporting	Bass FORMS conference 02/23-02/24

[Add Comment]

[OK]   [Cancel]   [Apply]

Compensatory Time Off

	Thu	3/7	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked ∨
	Fri	3/8	Approved	8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked ∨
	Sat	3/9	New						

Save for Later	Submit

Summary	**Leave / Compensatory Time**	Absence	Exceptions

∨ Leave and Compensatory Time Balances ⑦

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 <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
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 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 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	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

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
  - o Transfer to another state agency
  - o Transfer to another department
  - o 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).
  - o The time reporting template changed from punch type to elapsed time
  - o Exempt employee cannot accrue overtime compensatory time off (straight and premium comp), but only holiday/closure comp

- Bob plans to use all his Straight Comp and part of Premium Comp as paid leave
  - o 5.5 hours of Straight Comp Taken
  - o 1.5 hours of Premium Comp Taken
- The rest of Premium Comp will be paid

- o 159 hours of Premium Comp Paid
- The comp balance in the next week
  - o HOL/CLO is the same
  - o 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