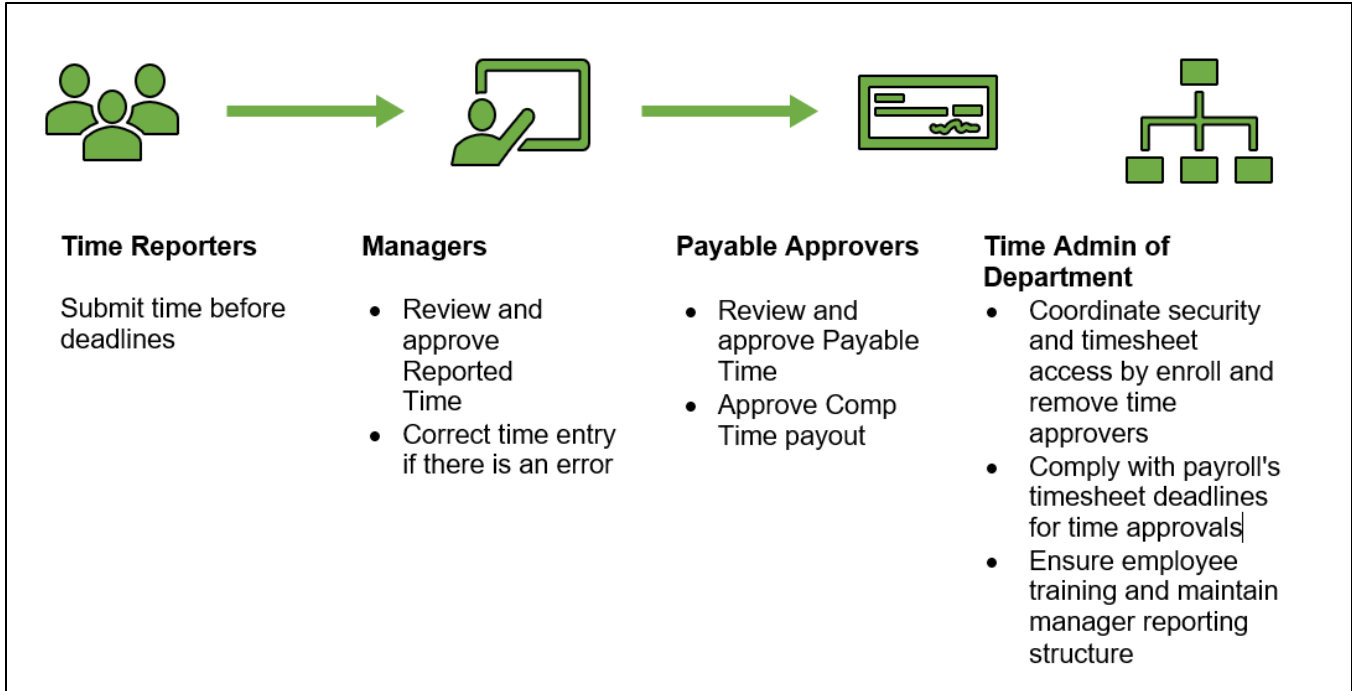


## Payable Approver & Time Administrator Detail Guide

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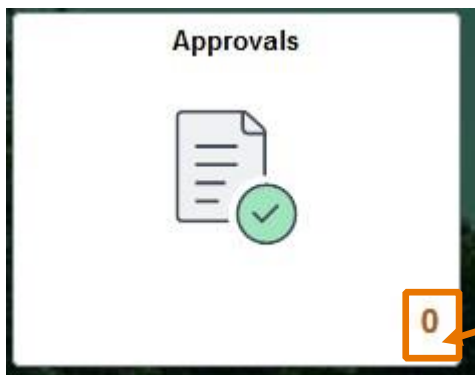


**Payable Approver**

- 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	
06/10/2021 - 06/10/2021	
07/08/2021 - 07/14/2021	
07/20/2021 - 07/20/2021	
08/30/2021 - 08/31/2021	

*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	
06/10/2021 - 06/10/2021	
07/08/2021 - 07/14/2021	
07/20/2021 - 07/20/2021	
08/30/2021 - 08/31/2021	

**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

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

**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	
<b>Regular Employee</b>		
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
<b>Police Officers</b>		
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
<b>Earning</b>	Employee who is <u>required and permitted to work &gt;40 hours/week</u> , the system accrues comp time off at rate of <b>1.5 hours</b> for one hour overtime worked	Employee's <b>work hours + paid leave + holiday &gt; 40</b> hours per workweek, but total hours of physical work < 40 hours, the system accrues straight comp time off at rate of <b>1 hour</b> for each hour greater than 40 hours
<b>Usage</b>	Used as paid leave before vacation leave	
<b>Expiration</b>	Never expires	12 months
<b>Limitation</b>	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, but at least 20 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, let's say 25 hours, the Over Standard Comp will accrue 5 hours, and it can be used as paid leave before expired.
  - Over 40 hours/week:
    - If Bob is required to physically work > 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.

**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 1<sup>st</sup> paycheck on January 20<sup>th</sup>.
  - 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

*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

The screenshot shows the 'Time Administration' web application. On the left is a navigation menu with options like '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' (highlighted with a red box), and 'Job Data'. The main content area is titled 'TL\_TA\_1D - No Manager Assigned'. It features a search bar with '304000' entered, a 'View Results' button, and download options for Excel Spreadsheet, CSV Text File, and XML File (1 kb). Below this is a table with 2 rows of data. The table has columns for Row, Dept ID, First Name, Last Name, ID, Empl Record, Pay Group, and Start Date.

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  Saved Searches

Set ID

Department

Description

Company

Location Set ID

Location Code

Budget with Department

^ Show fewer options

Case Sensitive

New Window | Help | Personalize Page

TL Employee Approvers | TL Dept Approver

Department: 409101 OBF Integrated Technology Serv

	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** ×

[Help](#)

Empl ID  

Empl Record =

Organizational Relationship begins with

[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

- I. Run Remove Employee/Manager Report
- II. Before the employee leaves your department, Time Administrators must ensure all time is entered and approved.
- III. Premium Comp Time balance should be paid out
- IV. Remove employee from ‘Enroll Employee Approver’ page

I. Run Remove Employee/Manager Report

The screenshot shows the 'Time Administration' interface. On the left is a navigation menu with 'Remove Employee/Manager' highlighted. The main content area is titled 'TL\_TA\_1DA - Remove Manager Assignment'. It features a search box for 'Dept ID' with '304000' entered, a 'View Results' button, and download options for Excel, CSV, and XML. Below is a table with 4 rows of employee data. The 'Empl Record' column is highlighted in the table header.

Row	Dept ID	First Name	Last Name	ID	Empl Record	Pay Group
1	304000			202		0 DAL-HOURLY NONEXEMPT
2	304000			403		0 DAL-HOURLY NONEXEMPT
3	304000			403		0 DAL-MONTHLY EXEMPT
4	304000			403		0 DAL-MONTHLY EXEMPT

- Run Remove Employee/Manager report
- Enter Department ID and click View Results
- The Name, ID, Empl Record and Pay Group are listed
  - Each employee may have multiple employee records for different jobs, and each employee record associated with a different timesheet.
  - **! Important:** Please remove the CORRECT employee record (timesheet) associated with their terminated position.
- Download excel if needed

*Example of student with multiple Empl Records*

- Bob has two employee records. Empl Record 1 is an hourly paid student worker, and Empl Record 0 is monthly salaried Research Assistant.
- He was previously an hourly paid student worker (Pay Group HRN) and transferred to a monthly salaried RA (Pay Group MRA), so his Empl Record 1 is terminated, but Empl Record 0 is active.
- The department needs to remove his timesheet with his Empl Record 1 from Enroll Employee Approver page.

Empl ID	Empl Record	First Name	Last Name	Middle Name	Department	Payroll Status	Pay Group	
202	0			(blank)	307200	Active	MRA	>
202	1			(blank)	307200	Terminated	HRN	>

**II. 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 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

Download results in: Excel Spreadsheet, CSV Text File, XML File (111 kb)

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	01/18/2024 11:00:00AM	Needs Approval	Adam Perry
21	506000			40	0	02/05/2024	2.250000	REG	02/08/2024 6:28:28PM	Needs Approval	Adam Perry
22	506000			40	0	02/05/2024	5.250000	REG	02/08/2024 6:28:28PM	Needs Approval	Adam Perry
23	506000			40	0	02/06/2024	10.500000	REG	02/08/2024 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

- 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](mailto:payroll@utdallas.edu) for unapproved REG and Leaves, and contact HR [HCM-Timereporting@utdallas.edu](mailto:HCM-Timereporting@utdallas.edu) for Sick and Vacation.

*III. 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

After

▼ Leave and Compensatory Time Balances ⓘ

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

IV. 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		A00273	Director	400273			+	-
2 2003133	Q		C03133	Learning Specialist II	2003133		Learning Specialist II	+	-
3 2009997	Q		S09997	Student Assistant	400273		FY24: St Worker	+	-
4 2000051	Q		F00051	Lecturer I	200273			+	-

- 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

- I. Check for saved/unapproved time, and comply with Payroll deadlines
  - a. Recommended timeline to run reports
  - b. Review unapproved hours
- II. 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
- Semi-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

TL\_TA\_2G - MO Unapproved REG & Leave

Department ID: 506000

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

- 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](mailto:payroll@utdallas.edu) for unapproved REG and Leaves, and contact HR [HCM-Timereporting@utdallas.edu](mailto: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"> <li>• Semi-monthly for days 16-31</li> <li>• Monthly for previous month</li> </ul>			Monthly & Semimonthly pay day
2			Reported Time & Absences	
3		Deadline for approval of timesheet		
4			<ul style="list-style-type: none"> <li>• Unapproved Time (REG &amp; Leave, Sick &amp; Vacation)</li> <li>• Comp Summary - earned/taken/paid</li> <li>• Unresolved Exceptions</li> </ul>	
7				Begin Semi check for 15th
15			<ul style="list-style-type: none"> <li>• Semi Payable Time for 15<sup>th</sup> check</li> </ul>	Semimonthly pay day
16	Semimonthly for days 1-15			
18		DL for approval Semi		
19			<ul style="list-style-type: none"> <li>• Unapproved Time</li> <li>• Unresolved Exceptions</li> <li>• Unapproved Comp Time payment for monthly check on 1st</li> </ul>	
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 style="width: 95%;" type="text"/>
Last Name	<input style="width: 95%;" type="text"/>
First Name	<input style="width: 95%;" type="text"/>
Department	<input style="width: 95%;" type="text"/>

**Change View**

\*View By: All Time Before  Show Schedule Information

Date: 03/11/2024

**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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Mon	10/30	Approved	8:15AM	12:30PM	1:30PM	5:15PM	8.00	REG - Regular Salaried Hours Worked	<input type="text"/>
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	<input type="text"/>
Thu	11/2	Approval In Process <a href="#">Approval Monitor</a>	7:30AM	12:30PM	1:30PM	4:30PM	8.00	REG - Regular Salaried Hours Worked	<input type="text"/>
Fri	11/3	Approval In Process	8:00AM	12:30PM	1:30PM	5:00PM	8.00	REG - Regular Salaried Hours Worked	<input type="text"/>
Sat	11/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>



**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

**Approver #1**  
 Name: Sherry Jones  
 User ID: [REDACTED]  
 Empl ID: [REDACTED]  
 Last Name: Jones  
 First Name: Sherry

**Approver #2**  
 Name: Kimberly James  
 User ID: [REDACTED]  
 Empl ID: [REDACTED]  
 Last Name: James  
 First Name: Kimberly

**Approver #3**  
 Name: Mary Rogers  
 User ID: [REDACTED]  
 Empl ID: [REDACTED]  
 Last Name: Rogers  
 First Name: Mary

**Approver #4**  
 Name: Nicole Harrington  
 User ID: [REDACTED]  
 Empl ID: [REDACTED]  
 Last Name: Harrington  
 First Name: Nicole

**Approver #5**  
 Name: Nithya Ramachandran  
 User ID: [REDACTED]  
 Empl ID: [REDACTED]  
 Last Name: Ramachandran  
 First Name: Nithya

**Approver #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](mailto:payroll@utdallas.edu) for unapproved REG and Leaves, and contact HR [HCM-Timereporting@utdallas.edu](mailto: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 checked="" type="checkbox"/>	<input type="text"/>	Mon	1/15	Needs Approval						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							

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
<input type="text"/>	Sun	2/18	New		<input type="text"/>	<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
<input type="text"/>	Tue	2/20	Approved		8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
<input type="text"/>	Wed	2/21	Approved		8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked
<input type="text"/>	Thu	2/22	Approved		8:00AM	12:00PM	1:00PM	6:00PM	9.00	REG - Regular Salaried Hours Worked
<input type="text"/> <b>B</b>	Fri	2/23	Approved	<input type="text"/> <b>A</b>	6:00AM			8:30PM	14.50	REG - Regular Salaried Hours Worked
<input type="text"/>	Sat	2/24	Approved	<input type="text"/>	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
<input type="checkbox"/> <b>D</b>	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"/>

- 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.

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

The screenshot displays the 'Time Administration' interface. On the left is a navigation menu with options like 'Approve Payable Comp Time', 'Enroll Employee Approver', 'UTD Timesheet - View & Approve', etc. The main area shows 'TL Employee Approvers' with a 'TL Dept Approver' button highlighted. Below this, the 'Department' is set to '506000 University Police'. There are two tables: 'Payable Approver' and 'Backup Approver'. The 'Payable Approver' table has 3 rows with columns for 'Empl ID', 'Name', and action buttons (+/-). The 'Backup Approver' table has 1 row with similar columns.

**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.