Hourly and Student Worker Timesheet Entry
Hourly and Student Employees

- Not eligible for: paid sick, vacation or holiday
- Self-service on Gemini:
  - Direct Deposit: sign up to avoid paper checks
  - W-2 Consent: sign up to receive w-2 electronically
- Address

- Student employees use Gemini, not Orion, for work related information. Make sure your home address on Gemini is up to date. Information on Orion does NOT update on Gemini
Hourly and Student Employees

**Monthly Paid:**
- No timesheet required, not eligible for overtime
  - Teaching Assistant
  - Teaching Associate
  - Research Assistant
  - Graduate Assistant

**Semi-monthly Paid:**
- Submit your timesheet, eligible for overtime compensation if worked more than 40 hours in a week
  - Temporary employees
  - Student workers
Semi-monthly Paid Hourly Temporary and Student Workers

Temporary Employees

• Work Schedule
  • less than 4.5 months for up to 40 hours/week, OR
  • Greater than 4.5 months at 19.5 hours/week or less for up to 1 year

• Extension of Term
  • If you work a regular schedule for more than 4.5 months at more than 19.5 hours/week for up to 1 year.
  • Extension of term must be approved by HR to become a monthly salaried employee for benefits.

Student Workers

• Work schedule
  • Work 20 hours/week or less in spring and fall semesters, summer hours may be different
Set Up Direct Deposit

- Gemini for Departments → Self Service → Payroll and Compensation → Direct Deposit
- If you didn’t set up direct deposit before Payroll’s processing deadline, please visit the Office of Budget and Finance at SP2 12.502 to pick up your paper check
  - Hours: Monday - Friday 9am-4pm
  - ID: Comet Card or driver's license
Set Up Direct Deposit

If you only set up one primary account, choose remaining balance

If you add additional accounts, you may choose amount or percent

**Pay Distribution**

- **Account Type**: Savings
- **Deposit Type**: Amount
  - **Amount**: 150

**Pay Distribution**

- **Account Type**: Savings
- **Deposit Type**: Percent
  - **Percent**: 20
Sign Up W-2 Consent

• Gemini for Departments → Self Service → Payroll and Compensation → W-2/W-2c Consent

• If you didn’t sign up for W-2 electronically, you W-2 will be mailed to your address.
  • Gemini for Departments → Self Service → Personal Details → Addresses

Please make sure your home address is current in Self Service
Overtime vs Over Standard Time

• If work over standard weekly time (for example, 20 hours/week), you will be paid at regular rate

• If work overtime **with approval** (>40 hours/week), overtime rate will be applied

<table>
<thead>
<tr>
<th>Standard Hours</th>
<th>Over Standard Hours</th>
<th>Overtime Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hours</td>
<td>20-40 hours</td>
<td>&gt; 40 hours</td>
</tr>
<tr>
<td>Regular Rate</td>
<td>Over Standard Hours Rate</td>
<td>Overtime Rate</td>
</tr>
<tr>
<td>$10.00</td>
<td>$10.00</td>
<td>$10*1.5 = $15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>43 work hours/week</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>Regular Hours</td>
<td>40</td>
<td>$10.00</td>
<td>$400.00</td>
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<tr>
<td>Overtime Hours</td>
<td>3</td>
<td>$15.00</td>
<td>$45.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$445.00</td>
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</tbody>
</table>
Semi-monthly Paid: Report Work Hours at Time Tile

- Gemini for Departments → Time tile
Two Types of Timesheets – Department will Assign Type

Punch In/Out on Web Clock or Self Service Time Entry
Option 1: Web Clock - Punch
In/Out Users
Web Clock - Punch In/Out to Report Time

Click “…” for more actions
View Previously Reported Time by “Enter Time” Tile

Use arrows to navigate forward and back, or calendar icon to select a week.

View By “weekly” or “period” (semi-monthly).

If there is an error, please contact your supervisor to request corrections.
Option 2: Self-Service Time Entry Users
Enter Work Hours

- Use arrows to navigate forward and back, or calendar icon to select a week.

- Enter your time in/out in format: 8:15AM, 12:03PM
- Use "+" to add more than 1 shift, if needed
- Add comments if needed
- Enter your timesheet daily and submit time weekly
- Deadline for employees to submit (not just saved) time to receive payments: 1st and 16th of the month

Change View By to Weekly or Period (semi-monthly)
Check Time Status

View Legend will show status of time submitted. Make sure your time has been submitted (reported) and approved before the reporting deadline.
Common Questions

• When can I get access to my timesheet?
  • Employee must be assigned a Timesheet Approver (supervisor ID) from the hiring department in order to access their timesheet. This process can take up to 10-14 business days from completion of employee onboarding.
  • Student workers login via Gemini, NOT Orion, to access timesheet.
  • Please keep track of your time before you get access to your timesheet and enter it when you have access. Punch in/out users contact your supervisor to enter time before you have access to web clock.

• I cannot find my timesheet after 2 weeks from onboarding
  • Ask your manager or Time Administrator of your department and request the Time Admin to “Enroll Employee Approver” for you. Once supervisor ID is assigned you will have access to your timesheet.
Common Questions

• Who approves my hours and when is the deadline?
  • Your direct supervisor approves your reported time (submitted hours), and make sure your time has been submitted (not just saved) before the deadline.
  • Deadline for semi-monthly paid time reporters to submit their time: 1st and 16th or next business day
  • Deadline for managers to approve semi-monthly paid timesheets: 3rd and 18th or next business day
  • If hours have not been approved by 5pm on the day of the payroll’s deadline, they will be included in the next round of payroll processing.

• Who do I reach out to if I have questions about missing hours?
  • Time Entry Error: your direct supervisor or Time Administrators of your department, they can enter or correct hours.
  • Time Approval Problem: your supervisor can approve your time.
Common Questions

• When will I get paid?
  • Monthly Paid: 1\textsuperscript{st} or next business day
  • Semi-monthly paid: 1\textsuperscript{st} or 15\textsuperscript{th} or next business day

• I didn’t receive my payment. Where can I get it?
  • Dis you set up your direct deposit before the deadline? If not, you will receive an email for picking up your paycheck.
  • Did your manager approve your time submitted? If not, ask your manager to approve your hours.
  • Contact payroll@utdallas.edu and include your UTD ID for further help.