Manager/Supervisor Timesheet Approval
Managers and Supervisors

• Review and approve timesheet in 2 ways
  • Approval tile
  • Time Administration tile

• Can enter time on behalf of employees and correct the timesheet if needed
  • Time Administration tile
Deadlines

• Time reporters’ deadline:
  • 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
Approve Timesheet by Approval tile

Gemini for Departments → Approvals tile → Reported Time

The bottom right corner shows the number of Need Approvals
Reported Time

- View By: Type → Reported Time
- Or View By Requester
Reported Time Filter

• You can use filter at the top left corner for individual employees, select the employee's name and click filter button
• Use reset button to clear all filters
## Types of Time Reporters

<table>
<thead>
<tr>
<th>Types</th>
<th>Exempt from (not eligible for) Overtime Compensation</th>
<th>Timesheet</th>
<th>Paid Leave (Absence) Benefits</th>
<th>Employee Type</th>
</tr>
</thead>
</table>
| Monthly salaried exempt      | Yes, no overtime                                    | • Report **absences**  
• If no absence, click NTR (Nothing To Report) at the end of month | Yes                         | • Faculty  
• Exempt staff                        |
| Monthly salaried non-exempt  | No, if work overtime, eligible for **Comp Time Off**| • Report **work hours + absences**                                       | Yes                         | • Non-exempt staff                        |
| Semi-monthly paid hourly rate| No, if work overtime, will be paid at overtime rate | • Report **work hours**  
• Punch in/out (web clock)  
• Self-entry timesheet       | No                          | • Temporary employees  
• Student workers                  |
| TA/RA                        | Yes, no overtime                                    | • No timesheet                                                            | No                          | TA/RA                          |
Paid Leave and Compensatory Time Off

• Monthly salaried employees are eligible for paid leave:
  • 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”).

• FLSA status*:
  • 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. If work over 40 hours/week, will be paid at overtime rate

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.
Approve, Deny or Pushback

• Approval: Reported Time is accurate.

• Push back
  • Employee needs to correct and submit again.
  • Manager can make correction and submit.
  • Do NOT “push back” punch in/out users, they cannot modify punches and manager needs to correct errors on timesheet.

• Deny
  • Manager can make correction and submit.
  • You are not aware the employee worked this shift and suspect the reported time is fraudulent.
Approve Time by Time Administration Tile

Gemini for Departments → Time Administration
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
Check Unapproved Time

- UTD Timesheet
- Type in Employee ID or Name
- Click Get Employee List
- Click on the name of search result to see details
## Review Time that Needs Approval and Exceptions

### 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
- **Approval in Process**: hours are submitted in the workflow. Check Approval Monitor to see who can approve

### Table:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu</td>
<td>9/15</td>
<td>Approved</td>
<td>7:00AM</td>
<td>REG - Regular Salaried Hours</td>
</tr>
<tr>
<td>Fri</td>
<td>9/16</td>
<td>Approved</td>
<td>7:00AM</td>
<td>REG - Regular Salaried Hours</td>
</tr>
<tr>
<td>Sat</td>
<td>9/17</td>
<td>New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>9/18</td>
<td>New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>9/19</td>
<td>Approved</td>
<td>7:00AM</td>
<td>REG - Regular Salaried Hours</td>
</tr>
<tr>
<td>Tue</td>
<td>9/20</td>
<td>Needs Approval</td>
<td>7:00AM</td>
<td>DAMM - Vacation (Absence)</td>
</tr>
<tr>
<td>Wed</td>
<td>9/21</td>
<td>Approved</td>
<td>7:00AM</td>
<td>REG - Regular Salaried Hours</td>
</tr>
</tbody>
</table>
Approve Time

• Select the check box to approve

• If the checkbox is grayed out, click edit to resubmit the time
Exceptions

- Exceptions are system-generated alerts to the manager that hours reported requires additional attention, and help manager spot common issues.
- Review the explanation.
- Low and Medium Severity Exceptions can be allowed.
- High severity exceptions cannot be allowed. It’s a hard stop of time and need to be resolved.
Holiday and Closure

- Holiday & Closure: Payroll will upload paid holiday and closure hours.

- Worked on holiday or closure with approval accrues compensatory time off, and use as paid leave within 12 months.

  - HWK - Holiday Worked: regular employees who worked on holiday that doesn’t fall on a Saturday or Sunday are entitled to compensatory (comp) time off, at rate of one hour for each hour worked (straight time).

  - CWK – Closure Worked: regular employees worked when campus is closed due to weather conditions are entitled to compensatory (comp) time off, at rate of one hour for each hour worked (straight time).

  - HLW - Holiday Hours Worked on weekdays for campus police officers.

  - CLW – Closure Worked for campus police officers.

  - PHW - Police Holiday on Weekend worked: Campus police officers who are required to work on a national or state holiday that falls on a Saturday or Sunday are entitled to compensatory (comp) time off, at the rate of one hour for each hour worked (straight time).
Compensatory Time Off for Non-Exempt

**Federal: Premium Comp**
- **Earning:** for non-exempt employee who is required and permitted to work >40 hours/week, the system accrues comp time off at rate of 1.5 hours for one hour overtime worked
- **Usage:** used as paid leave before vacation leave
- **Expiration:** premium comp time never expires
- **Limitation:**
  - Regular employees: maximum 240 hours
  - Law enforcement personnel: maximum 480 hours

**State: Straight Comp**
- **Earning:** 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:** 12 months
Common Questions from Time Reporters

• I cannot find my timesheet. What should I do?
  • Ask 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.

• I didn’t receive my payment. Where can I get it?
  • Did 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.