Payable Approver & Time Administrator
Flow Chart of Time Reporting

Time Reporters
Submit time before deadlines

Managers
- Review and approve Reported Time
- Correct time entry if there is an error

Payable Approvers
- Review and approve Payable Time
- Approve Comp Time payout

Time Admin of Department
- Coordinate security and timesheet access by enroll and remove time approvers
- Comply with payroll's timesheet deadlines for time approvals
- Ensure employee training and maintain manager reporting structure
Payable Time Approvers

- 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
• Or View By Requester
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.
# Approve or Deny Payable Time

- Select checkbox on each record to approve or deny
- Review details by clicking on each record
- Leave comments if needed

## Summary

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Quantity for Approval</th>
<th>Quantity Submitted/Approved</th>
<th>Quantity Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2023 - 01/31/2023</td>
<td>0.00 Hours</td>
<td>0.00 Hours</td>
<td>0.00 Hours</td>
</tr>
</tbody>
</table>

## View Legend

- Reported Time Details

## Time Details

<table>
<thead>
<tr>
<th>Select</th>
<th>Report Date</th>
<th>Time Reporting Code</th>
<th>Quantity for Approval</th>
<th>Reported for Date / Scheduled for Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/31/2023</td>
<td>NTR - Nothing to Report</td>
<td>0.00 Hours</td>
<td>0.00 Hours / 8.00 Hours</td>
</tr>
</tbody>
</table>

## Approver Comments

- Approved
Approve or Deny Payable Time

• Approval: Will be included on next paycheck.
• Deny:
  • Hours will not be paid.
  • Employee cannot take further actions, but manager can correct and submit again.
• Push Back:
  • Do NOT use for Compensatory Time payout
Approve Comp Time Payout

• Deadline for Compensatory Time payout: 20th of each month for upcoming 1st paycheck.
  • Example – Payroll processes the February 1st paycheck on January 20th.
  • 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 – Department Approval
• SCP: Straight Comp Paid – VP Approval
Compensatory Time Off Plan

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 over 40 hours
- **Usage**: used as paid leave before vacation leave
- **Expiration**: 12 months
**Holiday & 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).

**Time Reporting**

Code on Timesheet
# 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 the authorization of **VP** of department, if employee earns for work directly related to disaster or emergency declared by the appropriate officer of the state or federal government.

## Holiday & Closure
- With authorization of **department**, if the employee taking comp time off would disrupt normal teaching, research or other critical functions.

<table>
<thead>
<tr>
<th>IN</th>
<th>Meal Out</th>
<th>In</th>
<th>OUT</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PCP - Premium Comp Paid</td>
<td>40.00</td>
<td>2/5</td>
</tr>
</tbody>
</table>

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**THE UNIVERSITY OF TEXAS AT DALLAS**

**Office of Budget and Finance**
Time Administrators
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

Coordinate security settings as needed with Payroll

Comply with Payroll deadlines
Assign New Hire/Rehire Approvers

• Gemini for Departments → Time Administration → Enroll Employee Approver

• Once a supervisor is designated for new hires, security access will be applied, and timesheet will be assigned
Enroll Employee Approver for New Hire/Rehire

- Search by department ID
- Click search
- Payroll runs a weekly report to identify individuals who are New and have not been assigned a timesheet
Enroll Employee Approver

• Click the “+” sign to add a new record
• Enter employee ID
• Select the CORRECT employee record associated with the employee (if not sure, you can click on the magnifying glass to view all Employee Records associated with this employee)
• Enter Supervisor ID (Timesheet approver)
• Enter Notes or Optional Job Title in “Optional Job Title” (such as grader $9.50, researcher $10) or leave blank
• Click Save
Rehire with New Timesheet

• When employees are rehired, their old timesheet will carry over unless the timesheet was “deactivated”
• If you have a rehire, please make sure the timesheet associated with the rehired employee is correct, and reflects their **new pay group**
• 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
Enroll Employee with Correct Empl Record

• Once an assignment has completed (terminated), the active employee should be assigned another Empl Record # for their new assignment.
  
  • Example: Jason, a faculty member on the 9-month fall & spring semesters contract, has completed his contract (pay group MOC). He will start a summer contract (pay group MOS), and he should be assigned another Empl Record #.
  
  • If Jason is 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.
Remove Access for Terminated/Transfer Employees

• 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

• Same as “Enroll Employee Approver”: Search your department by ID, click “minus (-)” sign and save
Review Department Approvers

- Gemini for Departments → Time Administration → Enroll Employee Approver → TL Dept Approver Tab
- Submit email to Payroll to assign these roles:
  - Payable Approver
  - Backup Approver
  - Time Administrator
Running Reports

- Gemini for Departments → Time Administration
- Review reports
  - Department Data & Summaries
  - Monthly Employees
  - Semi-Monthly Employees
- Download Excel if needed
# Recommended Timeline to Run Reports

<table>
<thead>
<tr>
<th>Day</th>
<th>Employee Timesheet Submission</th>
<th>Manager Deadline</th>
<th>Time Admin Suggested</th>
<th>Payroll</th>
</tr>
</thead>
</table>
| 1   | • Semi-monthly for days 16-31  
     • Monthly for previous month |                  |                      | Monthly & Semimonthly pay day |
| 2   |                                |                  | Reported Time & Absences |                            |
| 3   |                                | Deadline for approval of timesheet |                |                            |
| 4   |                                |                  | • Unapproved Time (REG & Leave, Sick & Vacation)  
     • Comp Summary -earned/taken/paid  
     • Unresolved Exceptions |                            |
| 7   |                                |                  |                      | Begin Semi check for 15th   |
| 15  |                                |                  | Semi Payable Time for 15th check | Semimonthly pay day |
| 16  | Semi-monthly for days 1-15     |                  |                      |                            |
| 18  |                                |                  | DL for approval Semi |                            |
| 19  |                                |                  | • Unapproved Time  
     • Unresolved Exceptions  
     • Unapproved Comp Time payment for monthly check on 1st |                            |
| 20  |                                |                  |                      | Begin check for 1st         |
Enter or Correct Time

- 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
Review Saved & Unapproved Time

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

• Check Approval Monitor to see who can approve
• Contact the approver to select the check box to approve
• If the checkbox is grayed out, click edit to resubmit the time
Exceptions

- Exceptions are alerts to the manager that hours reported require additional attention, and helps the manager spot common issues
- Review the Explanation column
- Low and Medium Severity Exceptions can be allowed
- High severity exceptions cannot be allowed, it is a hard stop of time and needs to be resolved
Timesheet Access – New Hires and Terminations

• **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 (slide 19)

• **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
Timesheet Access Summary - Transfers

• **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.
Common Questions

• I cannot find my timesheet. What should I do?
  • Ask the Time Administrator of your department to update “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.