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Managers and Supervisors

<table>
<thead>
<tr>
<th>Approval tile</th>
<th>Time Administration tile</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review and approve timesheet</td>
<td>• Can enter time on behalf of employees and correct the timesheet if needed</td>
</tr>
<tr>
<td>• Can enter time on behalf of employees and correct the timesheet if needed</td>
<td>• Review details and approve timesheet</td>
</tr>
</tbody>
</table>

**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

**Approvals Tile**

![Approvals Tile](image)

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 employees, select the employee's name and click filter button
- Use reset button to clear all filters
Benefit-eligible Employees

- Paid Leave:
  - 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").

- 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. If work over 40 hours/week, will be paid at overtime rate

<table>
<thead>
<tr>
<th>Types</th>
<th>Overtime Compensation</th>
<th>Timesheet</th>
<th>Paid Leave</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly salaried exempt</td>
<td>No overtime</td>
<td>• Report absences</td>
<td>Yes</td>
<td>• Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If no absence, click NTR at the end of month</td>
<td></td>
<td>• Exempt staff</td>
</tr>
<tr>
<td>Monthly salaried non-exempt</td>
<td>Comp Time Off</td>
<td>• Report work hours + absences</td>
<td>Yes</td>
<td>• Non-exempt staff</td>
</tr>
<tr>
<td>Semi-monthly paid hourly rate</td>
<td>Overtime rate</td>
<td>• Report work hours</td>
<td>No</td>
<td>• Temp employees</td>
</tr>
<tr>
<td>TA / RA</td>
<td>No overtime</td>
<td>• No timesheet</td>
<td>No</td>
<td>• Student workers</td>
</tr>
</tbody>
</table>

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**
  - Employee needs to correct and submit again.
  - Manager can make correction and submit through Time Administration tile.
  - 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 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
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

Review Time that Needs Approval and Exceptions

• Status:
  o **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 **Approval in Process**: hours are submitted in the workflow. Check Approval Monitor to see who can approve

![Time Administration screenshot]

**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
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

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWK</td>
<td>Holiday Worked</td>
</tr>
<tr>
<td>CWK</td>
<td>Closure Worked</td>
</tr>
<tr>
<td>HLW</td>
<td>Holiday Worked</td>
</tr>
<tr>
<td>CLW</td>
<td>Closure Worked</td>
</tr>
<tr>
<td>PHW</td>
<td>Police Holiday on Weekend worked</td>
</tr>
</tbody>
</table>

Compensatory Time Off for Non-exempt Staff

<table>
<thead>
<tr>
<th>Comp Time Accrual</th>
<th>Federal: Premium Comp</th>
<th>State: Straight Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee who is required and permitted to work &gt;40 hours/week, the system accrues comp time off at rate of 1.5 hours for one hour overtime worked</td>
<td>Employee’s work hours + paid leave + holiday &gt; 40 hours per workweek, but total hours of physical work &lt; 40 hours, the system accrues straight comp time off at rate of 1 hour for each hour greater than 40 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Usage</th>
<th>Used as paid leave before vacation leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration</td>
<td>Never expires</td>
</tr>
<tr>
<td>Limitation</td>
<td>Regular employee maximum 240 hours; Law enforcement personnel maximum 480 hours</td>
</tr>
</tbody>
</table>
Part-Time Employee Over Standard Hours

- For a part-time and benefit-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.
  - Over 40 hours/week:
    - If Bob is required to physically worked > 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.
    - If Bob worked hours + paid leave + holiday > 40 hours, let’s say 42 hours, but total hours of physical work less than 40, 2 hours (2 hours = 2 hours overtime * 1) of Over Standard Comp Time will be accrued, and it can be used as paid leave before expired.

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

<table>
<thead>
<tr>
<th>IN</th>
<th>Meal Out</th>
<th>IN</th>
<th>OUT</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>1/8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PCT - Premium Comp Taken</td>
<td>8:00</td>
<td>1/9</td>
</tr>
</tbody>
</table>

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

<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>

**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

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>HOLLO</td>
<td>12.75</td>
<td>10.75</td>
</tr>
<tr>
<td>Comp Time</td>
<td>PREMIUM</td>
<td>160.50</td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td>STRAIGHT</td>
<td>5.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>HOLLO</td>
<td>12.75</td>
<td>10.75</td>
</tr>
</tbody>
</table>
- Bob plans to use all his Straight Comp and part of Premium Comp as paid leave
  - 5.5 hours of Straight Comp Taken
  - 1 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.

<table>
<thead>
<tr>
<th></th>
<th>Approved</th>
<th>9:00AM</th>
<th>10:00AM</th>
<th>11:00AM</th>
<th>12:00PM</th>
<th>6:00PM</th>
<th>7:00PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>Approved</td>
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<td></td>
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<td></td>
<td></td>
<td>8:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PCT - Premium Comp Taken</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>103.00</td>
</tr>
<tr>
<td>Sat</td>
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<td>9:00AM</td>
<td>10:00AM</td>
<td>11:00AM</td>
<td>6:00PM</td>
<td></td>
<td>7:00PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REG - Regular Salared Hours Worked</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PCP - Premium Comp Paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>103.00</td>
</tr>
</tbody>
</table>