Payable Approver & Time Administrator Detail Guide

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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 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

Payable Time

- View By: Type > Payable Time
- View by Requester
Payable Approver & Time Administrator
Detail Guide

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 you push back or deny

- **Approval**: Will be included on next paycheck.
• **Deny:**
  - Hours will not be paid.
  - 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

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### 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></th>
<th>Federal: Premium Comp</th>
<th>State: Straight Comp</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earning</strong></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>
<tr>
<td>Usage</td>
<td>Used as paid leave before vacation leave</td>
<td></td>
</tr>
<tr>
<td>Expiration</td>
<td>Never expires</td>
<td>12 months</td>
</tr>
<tr>
<td>Limitation</td>
<td>Regular employee maximum 240 hours; Law enforcement personnel maximum 480 hours</td>
<td></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.

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

Comp Time Payout Timeline

- 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.
  o PCP: Premium Comp Paid – Department Approval
  o HCP: Holiday/Closure Comp Paid – VP Approval
  o 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**

• Time Administrator runs ‘No Manager Assigned’ to check for new hires needing a manager assigned
• Enroll employee approver
• Assigns a manager to correct Empl Record number

**Run No Manager Assigned Report**

• Gemini for Departments > Time Administration > Department Data & Summaries > No Manager Assigned
• Type in department ID and click view results
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
• 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, researcher) or leave blank
• Click Save
Rehire with Correct Timesheet

- If you have a rehire, please make sure the timesheet (empl record) associated with the rehired employee is correct, and reflects their new pay group.
- 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.
  
  o 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 #.
  
  o 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.

- If you notice an error, please contact Payroll.

Pay Groups

- Faculty
  
  o MOC: a 9-month contract for fall & spring
  
  o MOA: a 9-month contract and salary divided over 12 months
  
  o MOS: summer contract
- Staff
  
  o MOE: monthly salaried exempt (not eligible) for overtime, only report absences
  
  o MON: monthly salaried non-exempt (eligible for overtime), report work hours and absences
- Hourly & Student
  
  o HRN: hourly worker paid semi-monthly
  
  o MTA / MRA: TA / RA paid monthly

Termination/Transfer – Leaving Your Department

- Before the employee leaves your office, Time Administrators must ensure all time is entered and approved.
- Premium Comp Time balance should be paid out
- Remove employee from ‘Enroll Employee Approver’ page

Run Reports to Check Unapproved Time
• Gemini for Departments → Time Administration
• Monthly Employees folder
  o MO Unresolved Exceptions
  o MO Unapproved Sick & Vacation
  o MO Unapproved REG and Leave
• Semi-Monthly Employees folder
  o SM Unresolved Exceptions
  o SM Unapproved Time

Review or Correct Timesheet

• Click “UTD Timesheet” or “Reported Time”
• Type in Employee ID or Name
• Click “Get Employee List”
• Click on the name of search result to see details
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

Example: 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
• Bob plans to use all his Straight Comp and part of Premium Comp as paid leave  
  o 5.5 hours of Straight Comp Taken  
  o 1 hours of Premium Comp Taken  
• The rest of Premium Comp will be paid  
  o 159 hours of Premium Comp Paid  
• The comp balance in the next week  
  o HOL/CLO is the same  
  o Straight and Premium are removed.

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  
• Time Administration tile Enroll Employee Approver  
• Search your department by ID, click “minus (-)” sign and save
Time Administrator Routine Processes

- Check for saved/unapproved time, and comply with Payroll deadlines
- Review department access and approvers

Running Reports

- Gemini for Departments > Time Administration
- Review reports
  - Department Data & Summaries
  - Monthly Employees
    - MO Unresolved Exceptions
    - MO Unapproved Sick & Vacation
    - MO Unapproved REG and Leave
  - Semi-Monthly Employees
    - SM Unresolved Exceptions
    - SM Unapproved Time
- 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  | Semimonthly 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  |         |

### 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
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

<table>
<thead>
<tr>
<th>Reported Status</th>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Approval In Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allow</th>
<th>Date</th>
<th>Exception ID</th>
<th>Exception Source</th>
<th>Status</th>
<th>Exception Severity</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>04/04/2023</td>
<td>TL0X1540</td>
<td>Timesheet</td>
<td>Unresolved</td>
<td>Medium</td>
<td>A total of 30 hours are reported for this day.</td>
</tr>
</tbody>
</table>
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
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.