Manager / Supervisor Timesheet Approval – Detail Guide

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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></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

Types of Employees

- Monthly salaried employees are eligible for paid leave.
  - Monthly salaried employee: 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").
  - Paid leave
    - Sick
    - Vacation (faculty is not eligible)
    - Miscellaneous leave – refer to UTD Paid Time Off – Other Paid Leave
  - 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.
  - Paid semi-monthly.
  - If work over 40 hours/week, will be paid at overtime rate.
  - Student workers are limited to 20 hours/week or less in fall and spring semesters, summer hours and official school breaks may be different.
### Manager / Supervisor Timesheet

**Approval – Detail Guide**

**Types** | **Employee Type** | **Timesheet** | **Paid Leave** | **Overtime**
--- | --- | --- | --- | ---
Monthly salaried exempt | Faculty and exempt staff | Report *absences*, and if no absence report NTR | Yes | No
Monthly salaried non-exempt | Non-exempt staff | Report *work hours + absences* | Yes | Comp Time Off
Semi-monthly paid hourly rate | Temp employees and student workers | Report *work hours* | No | Overtime rate
RA/TA/GA | RA/TA/GA | No timesheet | No | No

**Approvals Tile**

The bottom right corner shows the number of Need Approvals

**Reported Time**

The pending approvals include:

- **View By Type**
- **Payable Time**
- **Remote Work Agreement**
- **Reported Time**

The reported times are as follows:

- **Quantity for Approval**
  - **Reported Time**
    - 04/30/2021 - 04/30/2022
    - 06/10/2021 - 06/10/2022
    - 07/08/2021 - 07/14/2022
    - 07/20/2021 - 07/20/2022
    - 08/30/2021 - 08/31/2022

March 12, 2024
Manager / Supervisor Timesheet
Approval – Detail Guide

- View By: Type > Reported Time
- View By: Requester

Reported Time Filter

- You can use filter at the top left corner for individual employee, select the employee’s name and click filter button
- Use reset button to clear all filters

Pending Approvals

Reported Time

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:

- Please leave comments and notify the employee that they need to correct and submit again.
- Manager can make corrections and submit the timesheet again through Time Administration tile.
- Do NOT “push back” punch in/out users (web clock users) as they cannot modify punches, the manager should correct the error on their timesheet through Time Administration tile.

Deny: Manager can make corrections 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
Payroll & Tax Services
payroll@utdallas.edu

Manager / Supervisor Timesheet Approval – Detail Guide

- Enter Department ID and click View Result
- Download the excel if needed
- Please review the unapproved hours and the manager who is responsible for approval
  - Reported Status:
    - **Saved**: the time has not been submitted yet, and the time won't be sent to Approval tile. The supervisor can submit the timesheet on behalf of the employee.
    - **Needs Approval**: the time was sent to supervisor for approval and has not been approved yet.
    - **Push Back/Denied**: the supervisor can correct the time entry and approve it.

![Time Administration](image)

**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

- **Select Date:**
  - Type the date in Date box or click the calendar icon to select a date and click green refresh button
  - Use Previous Week or Next Week to navigate forward and backward
  - Change View By to weekly or period (monthly or semi-monthly)

- **Report 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
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Needs Approval: ready for review and approval/deny/push back
Push Back/Denied: If the time entry is not accurate, the supervisor can edit, correct and resubmit the time for approval
Approval in Process: hours are submitted in the workflow. Check the Approval Monitor to see who can approve by clicking Approval In Process hyperlink.

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**Approve Time**

- Select the check box to approve
- If the supervisor decides to push back/deny, please leave comments and notify the employee. Or, the supervisor can edit and correct the time on behalf of the employee.
- If the checkbox is grayed out, click Edit to resubmit
- Old time needs approval:
  - For time within 6 months, the supervisor or department back-up approvers can approve or correct the time entries.
  - For time over 6 months, please contact Payroll payroll@utdallas.edu for unapproved REG and Leaves, and contact HR HCM-Timereporting@utdallas.edu for Sick and Vacation.
Exceptions

A. Exceptions are system-generated alerts to the manager that hours reported requires additional attention, and assists the manager in identifying common issues
B. Check if there are comments left by time reporters
C. Click Exception tab to review the explanation
D. Low and medium severity exceptions can be allowed by clicking Allow check box
E. High severity exceptions cannot be allowed. It’s a hard stop of time and needs to be resolved.
### Manager / Supervisor Timesheet Approval – Detail Guide

#### Payroll & Tax Services
payroll@utdallas.edu

**March 12, 2024**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>Exception</th>
<th>IN</th>
<th>Meal Out</th>
<th>OUT</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>2/19</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>2/20</td>
<td>Approved</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
<td>8:50PM</td>
<td>REG - Regular Salary</td>
</tr>
<tr>
<td>Tue</td>
<td>2/21</td>
<td>Approved</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
<td>8:50PM</td>
<td>REG - Regular Salary</td>
</tr>
<tr>
<td>Wed</td>
<td>2/22</td>
<td>Approved</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
<td>8:50PM</td>
<td>REG - Regular Salary</td>
</tr>
<tr>
<td>Thu</td>
<td>2/23</td>
<td>Approved</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
<td>8:50PM</td>
<td>REG - Regular Salary</td>
</tr>
<tr>
<td>Fri</td>
<td>2/24</td>
<td>Approved</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
<td>8:50PM</td>
<td>REG - Regular Salary</td>
</tr>
<tr>
<td>Sat</td>
<td>2/25</td>
<td>Approved</td>
<td></td>
<td>8:00AM</td>
<td></td>
<td>12:00PM</td>
<td>8:50PM</td>
<td>REG - Regular Salary</td>
</tr>
</tbody>
</table>

**Exceptions**

- **Allow Date**: 02/23/2024
- **Exception ID**: TL110098
- **Exception Source**: Time Administration
- **Status**: Unresolved
- **Severity**: Medium
- **Explanation**: Reported hours exceed daily average hours during a specified period.

- **Allow Date**: 02/24/2024
- **Exception ID**: TL110098
- **Exception Source**: Time Administration
- **Status**: Unresolved
- **Severity**: Medium
- **Explanation**: Reported hours exceed daily average hours during a specified period.

**Comments**

Employee ID: [Redacted]
Employment Record: [Redacted]

**Note**
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove these comments later.

**Comments related to time entered for 02/23/2024**

- **Date**: 02/23/2024
  - **User ID**: [Redacted]
  - **Date/Time Created**: 02/25/2024 01:52PM
  - **Source**: Time Reporting
  - **Comment**: Bass FORMS conference 02/23-02/24

**Actions**

- **Update Exception**

**Summary**

- **Leave / Compensatory Time**
- **Absence**
- **Exceptions**

**Submit**
Compensatory Time Off

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Time</td>
<td>Holiday &amp; Closure Comp Time</td>
</tr>
<tr>
<td>Camp Time</td>
<td>Holiday Worked</td>
</tr>
<tr>
<td>Camp Time</td>
<td>Closure Worked</td>
</tr>
<tr>
<td>Camp Time</td>
<td>Police Holiday on Weekend</td>
</tr>
</tbody>
</table>

- 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

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>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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Usage</th>
<th>Expiration</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used as paid leave before vacation leave</td>
<td>12 months</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 \times 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 \times 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

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.
  - 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
- 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).
  - 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
  - 5.5 hours of Straight Comp Taken
  - 1.5 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.