# Payable Approver & Time Administrator Detail Guide

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March 12, 2024
Payable Approver & Time Administrator Detail Guide

Payroll & Tax Services  
payroll@utdallas.edu

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

The bottom right corner shows the number of Need Approvals
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.
- The 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
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>
</tbody>
</table>

**Police Officers**

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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 <strong>required and permitted</strong> to work &gt;40 hours/week, the system accrues comp time off at rate of <strong>1.5 hours</strong> 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 <strong>1 hour</strong> for each hour greater than 40 hours</td>
</tr>
<tr>
<td><strong>Usage</strong></td>
<td>Used as paid leave before vacation leave</td>
<td></td>
</tr>
<tr>
<td><strong>Expiration</strong></td>
<td>Never expires</td>
<td>12 months</td>
</tr>
<tr>
<td><strong>Limitation</strong></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.
    - PCP: Premium Comp Paid – Department Approval
    - HCP: Holiday/Closure Comp Paid – VP Approval
    - 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

I. Time Administrator runs ‘No Manager Assigned’ to check for new hires needing a manager assigned
II. Enroll employee approver
   - Important: Rehire with Correct Timesheet (Employee Record).

I. Run No Manager Assigned Report

- Gemini for Departments > Time Administration > Department Data & Summaries > No Manager Assigned
- Type in department ID and click View Results, download if needed

II. 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
- Enter employee Record
  - Each employee has only one empl ID but may have multiple empl records, and each Empl Record associated with a timesheet.
- Important: For rehires, select the CORRECT employee record (timesheet) associated with their current enrollment.
- 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.
- Tip: If not sure, you can click on the magnifying glass to view all Employee Records associated with this employee.

![Look Up Empl Record](image)

- Enter Supervisor ID (Timesheet approver)
- Enter Notes or Optional Job Title in “Optional Job Title” (such as grader, researcher) or leave blank
- Click Save

**Example of faculty with multiple Empl Records**

- Jason, a faculty member on the 9-month fall & spring semesters contract (pay group MOC), has completed his contract. He will start a summer contract (pay group MOS), and he should be assigned another Empl Record #.
- If Jason is in pay group 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
  - 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 without timesheets

Termination/Transfer – Leaving Your Department

I. Before the employee leaves your department, Time Administrators must ensure all time is entered and approved.

II. Premium Comp Time balance should be paid out

III. Remove employee from ‘Enroll Employee Approver’ page

I. Run Reports to Check Unapproved Time
- Gemini for Departments → Time Administration
- Run reports:
  - 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
- Enter Department ID and click View Result
- Download the file as excel if needed
- Please review the unapproved hours status 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 the supervisor’s Approval tile. The supervisor can submit the timesheet on behalf of the employee in Time Administration tile.
    - **Needs Approval**: the time was sent to supervisor for approval and has not been approved yet. Please remind the supervisor to review.
    - **Push Back/Denied**: the supervisor can correct the time entry, submit and approve it in Time Administration tile.
- **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.

**II. 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

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**Example: Payout Comp Balance Before 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 1.5 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.

III. Remove Timesheet 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

I. Check for saved/unapproved time, and comply with Payroll deadlines
   a. Recommended timeline to run reports
   b. Review unapproved hours
II. Review department access and approvers

I. Running Reports for Saved/Unapproved Hours

• Gemini for Departments > Time Administration

Run reports:
  o Monthly Employees folder
    ▪ MO Unresolved Exceptions
    ▪ MO Unapproved Sick & Vacation
    ▪ MO Unapproved REG and Leave
  o Semi-Monthly Employees folder
- SM Unresolved Exceptions
- SM Unapproved Time
- Enter Department ID and click View Result
- Download the file as excel if needed
- Please review the unapproved hours status 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 the supervisor's Approval tile. The supervisor can submit the timesheet on behalf of the employee in Time Administration tile.
    - **Needs Approval:** the time was sent to supervisor for approval and has not been approved yet. Please remind the supervisor to review.
    - **Push Back/Denied:** the supervisor can correct the time entry, submit and approve it in Time Administration tile.
- **Old Time Needs Approval:**
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  - 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.

### 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>
<tbody>
<tr>
<td>1</td>
<td>• Semi-monthly for days 16-31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monthly for previous month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Reported Time &amp; Absences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Deadline for approval of timesheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>• Unapproved Time (REG &amp; Leave, Sick &amp; Vacation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Comp Summary - earned/taken/paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Unresolved Exceptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>Begin Semi check for 15th</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>• Semi Payable Time for 15th check</td>
<td>Semimonthly pay day</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>DL for approval Semi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>• Unapproved Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Unresolved Exceptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Unapproved Comp Time payment for monthly check on 1st</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td>Begin check for 1st</td>
<td></td>
</tr>
</tbody>
</table>
b. **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

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**Time Administration**

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**Reported 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
- **Push Back/Denied:** the supervisor can correct the time entry and approve it
- **Approval in Process:** hours are submitted in the workflow. Click Approval Monitor (the hyperlink Approval In Progress) to see who can approve. Usually, the supervisor and department back-up approver are listed.
Approve Time

- Contact the approvers (supervisor/backup approvers) to select the check box to approve.
- If the approver decides to push back/deny, please leave comments, and notify the employee to correct. The supervisor can also edit and correct the time on behalf of the employee.
- If the checkbox is grayed out, click edit to resubmit the time.
- 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.

II. Review Department Approvers

- Gemini for Departments > Time Administration > Enroll Employee Approver > TL Dept Approver Tab
- Submit an email to Payroll to assign these roles with departmental approval:
  - 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.