# Backup Approver

## Time & Labor Training

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**Any Additional Questions?**

[askYODA](mailto:payroll@utdallas.edu)

payroll@utdallas.edu

972-883-2611
Department Backup Approvers

Duties

The sole responsibility of the Backup Approver is to approve department timesheets as needed. In cases of emergencies or when a Manager is unexpectedly out of the office, a Backup can approve anyone in the department.

Security in Galaxy

UTD Timesheet

In Galaxy, the Backup will access department timesheets by going to “UTD Timesheet”. When ‘get employees’ is selected, all employees that the Backup can approve will be returned.

Approve Timesheet

When the Backup accesses “Approve Timesheet”, only the direct reports who has time to approve will be returned. These are the employees that the Backup is a Manager responsible for approving time.

Training

Since Backups act as a Manager, the Backup should complete Manager training on how to approve time and exceptions.

Being a Backup and Manager

All pages besides UTD Timesheet will only return direct reports.

- **Time and Absence**
  - Time and absence entry and reporting.
  - Returns ONLY direct reports with time to be approved
  - Returns ALL employees
  - Returns ONLY direct reports in all pages
Approve Timesheets

1. Sign in to Galaxy from www.utdallas.edu
2. Access UTD Timesheet link under Time and Absence folder
3. You are able to REVIEW from UTD Timesheet as well as APPROVE
   a. UTD Timesheet shows all direct reports regardless of time to approve
   b. Approve Timesheet will only return your direct reports WITH time needing approval
4. Manager & Backup Approver Combination
   a. View all department timesheets from here
5. Select
6. Select Employee Name to review Timesheet or view Absence & Comp balances
7. Select the employee name to approve.
8. Timesheet opens to current week, use View By and Previous/Next links to view other timesheets
9. Enter time, edit time, and approve time as needed
10. Editing
    a. Managers can enter/edit/save/submit on behalf of the employee
    b. Managers edit previously approved time as needed
11. Manager rights to Employee Timesheet
    a. Save and submit on behalf of employee
    b. Modify and delete time on behalf of employee
12. Deadline for Approval
    a. Manager deadline is always two days after the employee deadline or next businessday
       i. Semi-monthly Manager Deadline: 3rd and 18th
       ii. Monthly Manager Deadline: 3
       iii. Payroll will send a reminder email the morning of the deadline. Deadline is at 5PM
13. How to check if all time is approved
    a. The Approve Timesheet page will only return employees with time to be approved. Once you are complete with approvals, go back, click ‘Get Employees’ to make sure no one returns for approval
    b. If you would rather see all timesheet, no matter if time needs approval, got to Report Time. Report Time will return all employees timesheets
1. **Semi-monthly Employees**
   a. Only report IN/OUT per shift
   b. Comments
      i. Click on comment bubble icon to save a comment
      ii. Comment bubbles are shaded blue when a comment has been saved
   c. Status
      i. Alerts you of where the time is in the workflow
         1. *Saved*- Cannot be approved, employee has not submitted the time for approval
         2. *Needs Approval*- ready for review and action by the Manager
         3. *Approval in Process*- You were not named as the Manager for that time, check Approval Monitor to see what Manager can approve
   d. Approval Monitor
      i. View available approvers or who completed an approval action

2. **Semi-monthly- Benefits Eligible Employees**
   a. Report IN/OUT per shift
   b. ALSO report sick and vacation used. For instructions on approving Sick/Vacation, review Monthly Approvals section
   c. Timesheet will reformat with Sick/Vacation is reported

3. **Web Clock Users**
   a. Users punch IN/OUT from Galaxy. The system collects their punches and feeds into the Timesheet for approval
   b. Review punches for accuracy
      i. Web Clock users cannot modify their punches, DO NOT use **Push Back**
      ii. Managers will correct and add comments for missed or tardy punches
   c. Check the box next to each segment of time and Approve or Deny
      i. **APPROVE**: Punches are accurate and time was worked by the employee
      ii. **DENY**: Not aware the employee worked this shift, you suspect the punches are fraudulent
         1. If time was worked:
            a. Delete punches and Submit
            b. Re-enter punches and Submit. Approve

4. **Timesheet Users**
   a. Users self-report their working hours in the Timesheet for approval
   b. Review reported time for accuracy
      i. Timesheet users can modify their reported time
ii. Managers are able to modify reported time as needed
   1. Add a comment when modifying employee reported time

c. Check the box next to each segment of time and Approve, Deny, Push Back
   i. **APPROVE**: Reported time is accurate and time was worked by the employee
   ii. **DENY**: Not aware the employee worked this shift, you suspect the reported time is fraudulent
   iii. **PUSH BACK**: The reported time is not correct, employee needs to modify and resubmit for approval
1. Monthly Exempt Employees
   a. Only report exceptions to their schedule
      i. Exceptions = Sick, Vacation, Jury Duty, etc (when they are not working)
   b. Comments
      i. Click on comment bubble icon to save a comment
      ii. Comment bubbles are shaded blue when a comment has been saved
   c. Status
      i. Alerts you of where the time is in the workflow
         1. Saved- Cannot be approved, employee has not submitted the time for approval
         2. Needs Approval- ready for review and action by the Manager
         3. Approval in Process- You were not named as the Manager for that time, check Approval Monitor to see what Manager can approve
   d. Approval Monitor
      i. View available approvers or who completed an approval action

2. Approving Sick/Vacation and other Leaves
   a. Review past used and future requests for Sick/Vacation
   b. Check box
      i. Notice the check boxes in the screenshot pointed out by the arrows
         1. Sick and Vacation are separated in approvals from the top half of the timesheet
   c. Approval Options
      i. APPROVE- Employee can use or did use the reported amount of Sick/Vacation
      ii. DENY- Employee cannot use the requested leave or the employee reported a fraudulent request
      iii. PUSH BACK- Employee needs to modify the request
1. **Monthly Nonexempt Employees**
   a. Report working hours and leave
   b. Comments
      i. Click on comment bubble icon to save a comment
      ii. Comment bubbles are shaded blue when a comment has been saved
   c. Status
      i. Alerts you of where the time is in the workflow
         1. **Saved** - Cannot be approved, employee has not submitted the time for approval
         2. **Needs Approval** - ready for review and action by the Manager
         3. **Approval in Process** - You were not named as the Manager for that time, check Approval Monitor to see what Manager can approve
   d. Approval Monitor
      i. View available approvers or who completed an approval action

2. **Approving Working Hours, Sick/Vacation, and Leave**
   a. Review
      i. Reported working hours for accurate time reporting
      ii. Sick/Vacation requests for past used and future time
      iii. Leaves for accurate time reporting
   b. Check box
      i. Notice the check boxes in the screenshot pointed out by the arrows
         1. Sick and Vacation are separated in approvals from the top half of the timesheet
   c. Approval Options
      i. **APPROVE** - Employee can use or did use the reported amount of Sick/Vacation
      ii. **DENY** - Employee cannot use the requested leave or the employee reported a fraudulent request
      iii. **PUSH BACK** - Employee needs to modify the request
Exceptions

1. Exceptions are alerts to the Manager that hours reported requires additional attention
   a. Designed to help a Manager spot common issues in time reporting

2. Exceptions will appear on Timesheet while approving time as a clock with red exclamation point on the date in question

3. Select the clock icon to open the exception to review and clear

4. Review description or select the “Details” tab to view more information

5. Low and Medium Severity Exceptions
   a. Can be allowed
   b. System will activate check box

6. If the alert is OK and nothing is wrong, check the box and then

7. High Severity Exceptions
   a. Cannot be allowed
   b. Check box will not activate
   c. Hard stop of time. Until exceptions is resolved, time will not be sent to Payroll
   d. Reported time must be corrected before system will clear exception and allow time to process
## Exceptions and How to Resolve

<table>
<thead>
<tr>
<th>Exception ID</th>
<th>Description</th>
<th>Severity</th>
<th>How to Resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLX00450</td>
<td>Quantity exceeds TRC limits</td>
<td>Low, Allowable</td>
<td>- Verify quantity and Allow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Do not Allow and correct timesheet</td>
</tr>
<tr>
<td>TLX01770</td>
<td>Reported time in Prior Period</td>
<td>Medium, Allowable</td>
<td>- Verify quantity and Allow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Do not Allow and correct timesheet</td>
</tr>
<tr>
<td>TLX01780</td>
<td>Reported time in Future Period</td>
<td>Medium, Allowable</td>
<td>- Verify quantity and Allow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Do not Allow and correct timesheet</td>
</tr>
<tr>
<td>TLX01790</td>
<td>Reported time in Prior Year</td>
<td>Medium, Allowable</td>
<td>- Verify quantity and Allow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Do not Allow and correct timesheet</td>
</tr>
<tr>
<td>TLX01540</td>
<td>More than 24 hours reported</td>
<td>Medium, Allowable</td>
<td>- Review Timesheet for date specified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- If entry is correct, allow or correct timesheet</td>
</tr>
<tr>
<td>TLX01710</td>
<td>Partial Absence &amp;Punch Time</td>
<td>Medium, Allowable</td>
<td>- Verify time reported does not exceed daily schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Allow</td>
</tr>
<tr>
<td>TLX01700</td>
<td>Full Absence &amp; Reported time</td>
<td>High, Must be corrected</td>
<td>- Full day Absence and Full day time reported</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Correct Timesheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Cannot be allowed</td>
</tr>
<tr>
<td>TLX01650</td>
<td>TRC not valid for Punch Time</td>
<td>High, Must be corrected</td>
<td>- Only REG is available to use for the IN/OUT fields in Timesheet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Correct TRC on timesheet</td>
</tr>
<tr>
<td>TLX00440</td>
<td>TRC is not in TRC Program</td>
<td>High, Must be corrected</td>
<td>- Verify timesheet and correct</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- or Contact Time Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Cannot be allowed</td>
</tr>
<tr>
<td>TLX00030</td>
<td>Inactive Time Reporter Status</td>
<td>High, Must be corrected</td>
<td>- Employee is not active</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Contact Time Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Cannot be allowed</td>
</tr>
<tr>
<td>TLX01600</td>
<td>Invalid Time Reporter</td>
<td>High, Must be corrected</td>
<td>- Time Reporter is not valid</td>
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<td></td>
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<td></td>
<td>- Contact Time Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Cannot be allowed</td>
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</tbody>
</table>