Faculty Approvals of Online Timesheet Quick Guide

**Approve Timesheet → Approvals**

- Approve Timesheet link in Galaxy
- Click ‘Get Employees’
  - ONLY employees with Submitted time will appear on list
  - If timesheet is blank or has saved time, they will not appear in the Approve Timesheet list
- Note: Change View By to ‘All Time After’ to see future submitted time
- Select Name by clicking on the link
- At top left of screen, change ‘View By’ to Calendar Period
- Review reported time and leave, check each box
- Approve/Push Back/Deny as needed

**UTD Timesheet → Review Timesheet & Approvals**

- UTD Timesheet link in Galaxy
- Click ‘Get Employees’ = all assigned employees timesheets
  - See employees with saved or blank timesheets
- Select Name
- Review, update, save, or submit time on behalf of employee as needed
- Approve/Push Back/Deny as needed

**Troubleshooting**

- Can’t see the employee in Approve Timesheet?
  - Go to UTD Timesheet to check employee’s timesheet for Saved time or a blank timesheet
- Can’t see the employee in UTD Timesheet?
  - Check with your department Admin
- No check box?
  - Time must be in Needs Approval status to approve. Check for ‘Saved’ status
  - Contact dept Admin for other issues
- Status is ‘Approval in Process’?
  - You were not designated the manager when that time was submitted, contact Payroll

**Deadlines**

- Manager must approve within 2 days of employee deadline
  - Can approve at any time during the month
  - Semi-monthly Approval Deadline: 3rd and 18th or next business day
  - Monthly Approval Deadline: 3rd or next business day