Manager/Backup Approver Timesheet Quick Guide

**Approve Timesheet Approvals**

- **Approve Timesheet** link in Galaxy
- ‘Get Employees’ = direct reports with submitted time
  - Change ‘View By’ to ‘All Time After’ to see future submitted time
- Select Name
- Change ‘View By’ to **Calendar Period**
- Review reported time and leave, check each box
- Approve/Push Back/Deny as needed

**UTD Timesheet Review & Approvals**

- UTD Timesheet link in Galaxy
- ‘Get Employees’ = all assigned employees timesheets
  - See employees with saved or blank timesheets
- Managers- see all direct reports
- Backups- see all department(s) employees
- Submit time on behalf of employee as needed
- Approve/Push Back/Deny as needed

- Manager can submit and edit time on behalf of employee in **Approve Timesheet** and **UTD Timesheet**
- No check box? Time must be in **Needs Approval** status to approve. Check for ‘saved’ status
- Status is ‘Approval in Process’? You were not designated the manager when that time was submitted, contact Payroll to restart workflow to point to you for approval
- Manager doesn’t approve? Semi-monthly don’t get paid and Monthly Sick/Vacation balances will be incorrect

**Approval Options**

- Approve- Employee worked or used this leave and has reported it accurately
- Push Back- Employee needs to modify the reported time, time is not accurate
- Deny- Employee cannot use requested leave or reported hours are fraudulent

**Web Clock Managers Only**

- Employees cannot modify their timesheet, do not Push Back. You must edit or report missed punches.
- Employee must submit a comment when requesting a change or to report a missed punch

**Comp Time**

- Overtime is calculated as Comp Time and added to a balance
- Comp Time is accrued when the work week is more than 40, not when the day is 8+ hours
- You may flex employees schedule so not to accrue comp time
- Capture prior approval to earn using **Overtime Requests** in Galaxy, otherwise verbal/email is acceptable
- All employees can receive Holiday & Closure Comp Time when required to work on a Holiday or Closure
- Nonexempts are eligible to receive Premium at a time and a half rate and Straight at hour for hour rate
  - Premium and Straight are calculated from approved timesheet entries

**Use Manager link in Galaxy to review employee time like sick/vacation history**

- Monthly Time Calendar- see summary of all employee time by month

**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