# Payable Approver Times & Labor Training

<table>
<thead>
<tr>
<th>Training Title</th>
<th>Training Description</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payable Time Approvers</td>
<td>Overview of Duties and General Information</td>
<td>2</td>
</tr>
<tr>
<td>Approving Comp Time Payments</td>
<td>How to Approve a Comp Time Payment Request</td>
<td>3</td>
</tr>
</tbody>
</table>

**Any Additional Questions?**

askYODA

payroll@utdallas.edu

972-883-2611
Payable Time Approvers of Monthly Comp Time Payments

**Duties**

The only duty of a Payable Time Approver is to approve Payable Time and ensure money is available for Comp Time Payments.

Payable Approver should have VP authorization before paying Straight or Holiday Comp Time and keep copy of approval in department records.

**General Information and Deadlines**

Payroll begins writing checks around the 20th of each month for the upcoming 1st paycheck. This means Payroll is writing the February 1st paycheck on January 20th.

Because the month is not complete before Payroll creates a check, only Payable Time approved by the time Payroll creates a check will be included. Comp Time cannot be forecasted. Payments will include the last week of the previous month and the first three weeks of the current month.

Generally speaking, the deadline to approve Comp Time payments will be the 18th of every month. This deadline ensures that anything approved before the date is guaranteed to be included on the upcoming paycheck. Anything approved after that date has a chance to be included on the upcoming paycheck or will be added to the next available paycheck.

This is not a hard deadline. If Payable Time is not approved by that date, the employee will still receive their salary but will not receive the Comp Payment.

Payroll will not run supplemental checks to pay for Comp Time Payments approved after the deadline.
Payable Time Approval of Comp Time Payments

1. Navigate to Galaxy from www.UTDallas.edu

2. Sign in using your UTD Net ID and Password

3. Select Approve Payable Time link under Time and Absence folder
   a. Links are controlled based on your security access

4. Select Get Employees. No other search criterion is needed.
   a. All employees with time to be approved on or before today’s date will pull up
   b. Notice: On this search page, the total amount of hours is listed for quick reference but does not differentiate between different kinds of Comp Payments
5. If the Total Amount of hours is the only thing needing approval, check the box beside their name and Approve, Deny, or Push Back.

6. Otherwise, select the employee’s name to open the details of Payable Time

7. Types of Comp Time to be approved
   a. PCP- Premium Comp Paid
      i. Paid at department discretion
   b. HCP- Holiday/Closure Comp Paid
      i. Requires VP authorization
   c. SCP- Straight Comp Paid
      i. Requires VP authorization

8. Check each box besides the time you would like to approve

9. Approve, Deny, or Push Back
   a. Approve
      i. Approval of Comp Time Payment and hours. Will be included on next available check
b. Deny
   i. Comp Payment is denied and hours will not be paid. Hours will remain in employee’s balances
   c. Push Back- Do not use

10. Viewing Estimated Gross
   a. Use details tab to expand and see Gross

   ![Estimated Gross Image]

11. Comments
   a. Use the Comment Icon to record reasoning behind Denial or to record any other information as needed

12. Select Next/Previous Employee link under Employee ID to move to next employee or select Return to Approval Summary link to go back to main page to choose another employee to approve

   ![Employee ID and Select Next Employee Image]

13. Sign out