

BACK UP APPROVER

Time & Labor Training

Training Title	Training Description	Page Number
Department Backup Approver	Overview	2
Approving Timesheets	How to Approve Timesheets	3
	Approving Semi-Monthly Timesheets	4
	Approving Monthly Exempt Timesheets	6
	Approving Monthly Non-Exempt Timesheets	7
	Exceptions and How to Resolve	8

Any Additional Questions?

askYODA

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

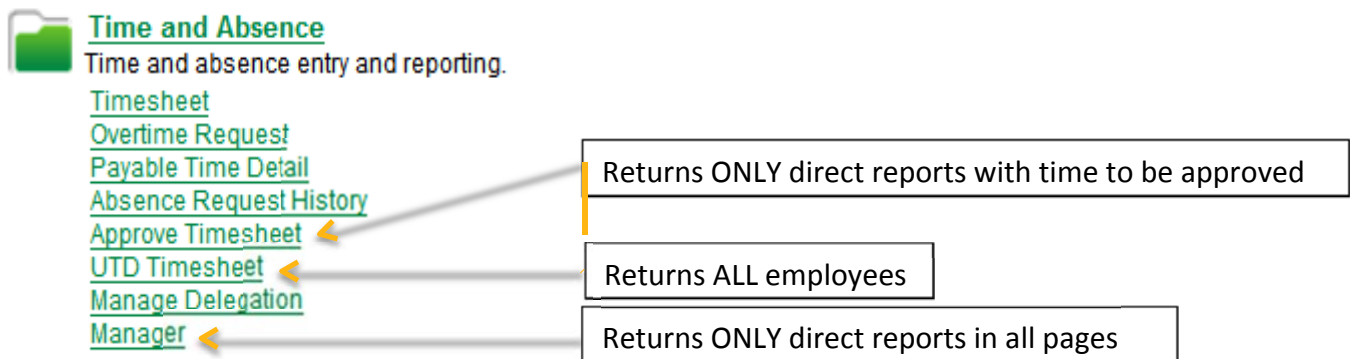
When the Backup accesses “Approve Timesheet”, only the direct reports who has time to approve will be returned. These are the employees that the Backup is a Manager responsible for approving time.

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.



Approve Timesheets



Time and Absence

Time and absence entry and reporting.

[Timesheet](#)

[Overtime Request](#)

[Payable Time Detail](#)

[Absence Request History](#)

[Approve Timesheet](#)

[UTD Timesheet](#)

[Manage Delegation](#)

[Manager](#)

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

Select	Name	Job Description	Hours to be Approved	Comp Taken/Earned	Worked Hours	Employee ID	Empl Record	Department Description
<input type="checkbox"/>	Edward Garlande	Accountant II	36.00	0.00	0.00		1	FINANCIAL SERVICES
<input type="checkbox"/>	Heena Sopori	Student Worker	13.31	0.00	0.00		1	FINANCIAL SERVICES

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 business day
 - 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, go to Report Time. Report Time will return all employees timesheets

Semi-Monthly Employee Approvals

Select	Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date
<input checked="" type="checkbox"/>		Tue	3/18	Needs Approval	Approval Monitor	10:01AM	12:54PM	2.88	3/18
<input checked="" type="checkbox"/>				Needs Approval	Approval Monitor	2:30PM	5:31PM	3.01	3/18
<input type="checkbox"/>		Wed	3/19	New	Approval Monitor				3/19
<input type="checkbox"/>		Thu	3/20	New	Approval Monitor				3/20
<input checked="" type="checkbox"/>		Fri	3/21	Needs Approval	Approval Monitor	8:32AM	12:24PM	3.88	3/21
<input checked="" type="checkbox"/>				Needs Approval	Approval Monitor	1:30PM	5:03PM	3.55	3/21
<input type="checkbox"/>		Sat	3/22	New	Approval Monitor				3/22
<input type="checkbox"/>		Sun	3/23	New	Approval Monitor				3/23
<input type="checkbox"/>		Mon	3/24	New	Approval Monitor				3/24

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

Monthly Exempt Employee Approvals

From Sunday 04/20/2014 to Saturday 04/26/2014

Sun 4/20	Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Total Hours	Time Reporting Code
					4.00		4.00	JUR - Jury/Witness Duty, Sul
	4.00						4.00	DAAMS - Sick (Absence)
	4.00						4.00	DAAMV - Vacation (Absence)

Select	Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
<input type="checkbox"/>	04/21/2014	Needs Approval	Approval Monitor	4.00	DAAMS - Sick (Absence)	
<input type="checkbox"/>	04/21/2014	Needs Approval	Approval Monitor	4.00	DAAMV - Vacation (Absence)	
<input checked="" type="checkbox"/>	04/25/2014	Needs Approval	Approval Monitor	4.00	JUR - Jury/Witness Duty, Subpoena	

Select All Deselect All

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>	04/21/2014	04/21/2014	Sick	4.00 Hours	Hours	Details	Needs Approval	Approval Monitor	Manager	<input type="checkbox"/>	Edit
<input type="checkbox"/>	04/21/2014	04/21/2014	Vacation	4.00 Hours	Hours	Details	Needs Approval	Approval Monitor	Manager	<input type="checkbox"/>	Edit

Save for Later Submit Approve Deny Push Back

1. Monthly Exempt Employees

- Only report exceptions to their schedule
 - Exceptions = Sick, Vacation, Jury Duty, etc (when they are *not* working)
- Comments
 - Click on comment bubble icon to save a comment
 - Comment bubbles are shaded blue when a comment has been saved
- Status
 - Alerts you of where the time is in the workflow
 - Saved*- Cannot be approved, employee has not submitted the time for approval
 - Needs Approval*- ready for review and action by the Manager
 - Approval in Process*- You were not named as the Manager for that time, check Approval Monitor to see what Manager can approve
- Approval Monitor
 - View available approvers or who completed an approval action

2. Approving Sick/Vacation and other Leaves

- Review past used and future requests for Sick/Vacation
- Check box
 - Notice the check boxes in the screenshot pointed out by the arrows
 - Sick and Vacation are separated in approvals from the top half of the timesheet
- Approval Options
 - APPROVE**- Employee can use or did use the reported amount of Sick/Vacation
 - DENY**- Employee cannot use the requested leave or the employee reported a fraudulent request
 - PUSH BACK**- Employee needs to modify the request

Monthly Nonexempt Employee Approvals

The screenshot displays the 'Monthly Nonexempt Employee Approvals' interface. It features a main table for tracking employee time and status from 04/20/2014 to 04/26/2014. The table includes columns for selection, comments, dates, status (e.g., 'New', 'Needs Approval'), approval monitors, and punch totals. A secondary 'Absence Events' table below shows specific absence requests with columns for start/end dates, absence names (like 'Vacation'), durations, and their current status (e.g., 'Needs Approval'). The interface includes various control elements such as 'Select All', 'Deselect All', 'Clear', 'Approve', 'Deny', and 'Push Back' buttons, along with a 'Save for Later' and 'Submit' option. Orange arrows and a purple box highlight key interactive elements like the 'Select' column and the 'Approve', 'Deny', and 'Push Back' buttons.

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

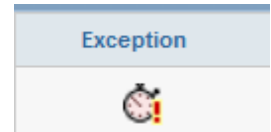
2. Approving Working Hours, Sick/Vacation, and Leave

- 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**

Exceptions

Overview Details **EEF**

Allow	Exception ID	Description	Date	Source	Last Updated	Exception Data
<input type="checkbox"/>	TLX10068	Daily average hours exceeded	12/15/2013	Time Administration	01/22/2014 8:43:39AM	Reported hours exceed daily average hours during a specified period.

Clean Up Instructions

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**

Allow	Exception ID	Description
<input checked="" type="checkbox"/>	TLX10068	Daily average hours exceeded

Clean Up Instructions

Allow	Exception ID	Description	Date
<input type="checkbox"/>	TLX10068	Daily average hours exceeded	01/05/2014
<input type="checkbox"/>	TLX00030	Inactive Time Reporter Status	01/02/2014

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

Exception ID	Description	Severity	How to Resolve
TLX00450	Quantity exceeds TRC limits	Low Allowable	<ul style="list-style-type: none"> Verify quantity and Allow Do not Allow and correct timesheet
TLX01770	Reported time in Prior Period	Medium Allowable	<ul style="list-style-type: none"> Verify quantity and Allow Do not Allow and correct timesheet
TLX01780	Reported time in Future Period	Medium Allowable	<ul style="list-style-type: none"> Verify quantity and Allow Do not Allow and correct timesheet
TLX01790	Reported time in Prior Year	Medium Allowable	<ul style="list-style-type: none"> Verify quantity and Allow Do not Allow and correct timesheet
TLX01540	More than 24 hours reported	Medium Allowable	<ul style="list-style-type: none"> Review Timesheet for date specified. If entry is correct, allow or correct timesheet
TLX01710	Partial Absence & Punch Time	Medium Allowable	<ul style="list-style-type: none"> Verify time reported does not exceed daily schedule
TLX01700	Full Absence & Reported time	High Must be corrected	<ul style="list-style-type: none"> Full day Absence and Full day time reported Correct Timesheet
TLX01650	TRC not valid for Punch Time	High Must be corrected	<ul style="list-style-type: none"> Only REG is available to use for the IN/OUT fields in Timesheet. Correct TRC on timesheet
TLX00440	TRC is not in TRC Program	High Must be corrected	<ul style="list-style-type: none"> Verify timesheet and correct or Contact Time Admin
TLX00030	Inactive Time Reporter Status	High Must be corrected	<ul style="list-style-type: none"> Employee is not active Contact Time Admin
TLX01600	Invalid Time Reporter	High Must be corrected	<ul style="list-style-type: none"> Time Reporter is not valid Contact Time Admin