

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

| Select | Start Date | End Date | Absence Name | Duration | Unit Type | Details | Status | Approval Monitor |
|-------------------------------------|------------|------------|--------------|-------------|-----------|---------|----------------|------------------|
| <input checked="" type="checkbox"/> | 07/13/2015 | 07/16/2015 | Sick | 20.00 Hours | | Details | Needs Approval | Approval Monitor |

| Establishment Name | Balance as of 05/23/2015** | From | To | Accrual Period |
|--------------------|----------------------------|------------|------------|----------------|
| Sick | 58.75 Hours | 09/01/2014 | 09/31/2015 | Year to Date |
| Vacation | 96.00 Hours | 09/01/2014 | 09/31/2015 | Year to Date |

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**