

## 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: 3<sup>rd</sup> and 18<sup>th</sup> or next business day**
    - **Monthly Approval Deadline: 3<sup>rd</sup> or next business day**