

MONTHLY EMPLOYEES

Time & Labor Training

Training Title	Training Description	Page Number
Monthly Timesheet	Timesheet Entry	2
Payroll Time Reporting Codes	Time Reporting Codes	6
Monthly Absence Request	Absence Request Entry (Sick/Vacation)	7
Absence Request Examples	Single/Multiple Day Requests	9
Review Absence Request	Reviewing Absence Request History	11
Monthly Overtime Request	Nonexempt Employees Only	12
Monthly Comp Time Balances	Reviewing Comp Time Balances and Expiration	13
Reviewing Payable Time	Reviewing Payable Time Detail	14

Any Additional Questions?

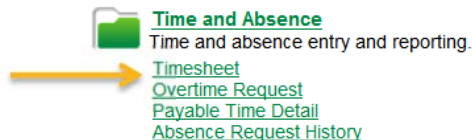
askYODA

payroll@utdallas.edu

972-883-2611

Monthly Timesheet

1. Sign in to [Galaxy](http://www.utdallas.edu) from www.utdallas.edu
2. Access [Timesheet](#) link under Time and Absence folder
3. Timesheet opens to current week



4. View By setting determines

- a. What days are available for entry on timesheet
 - i. Example: View By Calendar Period- can enter time on any day during that month
- b. What Sick and Vacation dates can be entered
 - i. Example: Current week shown- cannot enter sick and vacation dates for next week
- c. What will be saved/submitted
 - i. Example: View By Week- only that week will be saved/submitted
- d. Note: Changing 'View By' resets timesheet. Change Date requires you to use
- e. Quickly move using: [Previous Week](#) [Next Week](#) links. These will updated based on your 'view by' setting

*View By: Week

*Date: 02/23/2014

5. Enter time worked, leave, and Sick & Vacation

- a. 1st of every month for previous month's entries
- b. All time MUST be in a "Need Approval" status by the deadline

6. Save for Later or Submit for Approval

Save for Later

Submit

- a. Save for Later- Manager cannot approve
- b. Submit- Submit for Manager approval. Sick/Vacation submissions send email to Manager

7. Status of Time


- a. New- Nothing saved or submitted
- b. **Saved**- Time saved for later, manager cannot approve. MUST Submit by deadline
- c. **Needs Approval- Ready for manager to approve**
- d. Push Back/Deny- Manager requires additional attention to time
- e. Approved- Nothing further needed. Contact manager if needing to change approved time.

Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	3/2	New	Approval Monitor							
	Mon	3/3	Saved	Approval Monitor	8:00AM	11:30AM	12:30PM	5:00PM	8.00	REG - Regular Salaried H	
	Tue	3/4	Needs Approval	Approval Monitor	8:30AM	12:30PM	1:30PM	5:30PM	8.00	REG - Regular Salaried H	
	Wed	3/5	Pushed Back	Approval Monitor						JUR - Jury/Witness Duty, S	8.00
	Thu	3/6	Denied	Approval Monitor						HOL - Holiday	8.00
	Fri	3/7	Approved	Approval Monitor	8:00AM	11:00AM	12:00PM	5:00PM	8.00	REG - Regular Salaried H	
	Sat	3/8	New	Approval Monitor							

Reported Time Status						
Select	Date	Reported Status	Approval Monitor	Total TRC	Description	
<input type="checkbox"/>	02/25/2014	Saved	Approval Monitor	8.00	REX	Exempt Regular Working Hours
<input type="checkbox"/>	02/26/2014	Needs Approval	Approval Monitor	8.00	REX	Exempt Regular Working Hours

Managers cannot approve Saved time. Only time in "Needs Approval" status

8. Comments

- a. Communicating with manager or keeping personal notes of time used or worked
- b. When manager pushes back or denies time, enter a comment when making changes
- c. Always make comments when changing Approved time
- d. Comments will turn blue when a comment is saved 

9. Approval Monitor [Approval Monitor](#)

- a. Check for who can approve or for who approved, denied, pushed back your time

10. Entering Working Hours (MONTHLY NONEXEMPTS ONLY)

- a. Enter time in formats: 8:00AM, 8:00A, 8A, 800, 8.0A
 - i. IN- Beginning of Day
 - ii. Meal OUT- Leave for Lunch
 - iii. IN- Return from Lunch
 - iv. OUT- End of day
 - v. If no lunch taken, enter IN (beginning of day) and OUT (end of day) only
 - vi. Hint: Check time format by using the 'enter' key after entering time
- b. Choose Time Reporting Code: REG- Regular Working Hours
- c. Save for Later or Submit for Approval
- d. Timesheet will total time in an unrounded amount

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code
8:00AM	11:30AM	12:30PM	5:00PM	8.00	REG - Regular Salaried H ▼










11. Entering Leave

- a. Enter total amount of hours used
- b. Choose correct Time Reporting Code
- c. Save for Later or Submit for Approval
- d. **EXEMPTS Only**
 - i. If taking partial day leave, only enter amount of leave hours

Time Reporting Code	Quantity
JUR - Jury/Witness Duty, S ▼	8.00

From Sunday 04/13/2014 to Saturday 04/19/2014								Total Hours	Time Reporting Code
Sun 4/13	Mon 4/14	Tue 4/15	Wed 4/16	Thu 4/17	Fri 4/18	Sat 4/19			
	4.00						4.00	EMG - Emergency Leave ▼	
					2.00		2.00	DAAMS - Sick (Absence)	


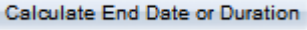
- e. **NONEXEMPTS Only**
 - i. If taking partial day leave, report actual hours worked to complete daily entry

From 04/13/2014 to 04/19/2014											
Comments	Day	Date	Status	Approval Monitor	IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity
	Sun	4/13	New	Approval Monitor							
	Mon	4/14	Needs Approval	Approval Monitor						EMG - Emergency Leave ▼	4.00
			Needs Approval	Approval Monitor	8:00AM			12:00PM	4.00	REG - Regular Salaried H ▼	
	Tue	4/15	New	Approval Monitor							
	Wed	4/16	New	Approval Monitor							
	Thu	4/17	New	Approval Monitor							
	Fri	4/18	Needs Approval	Approval Monitor	8:00AM	11:00AM	12:00PM	3:00PM	6.00	REG - Regular Salaried H ▼	
			Needs Approval	Approval Monitor						DAAMS - Sick (Absence)	2.00
	Sat	4/19	New	Approval Monitor							


12. Entering two or more Time Reporting Codes on one day

- a. Use  on right side of timesheet to add a new row. Each row requires a separate Time Reporting Code


13. Entering Sick and Vacation



- a. FULL DAY REQUESTS:
 - i. Enter date(s) of request and Absence Name
 - ii. Save or Submit from Timesheet. Request will assume an 8 hour duration
- b. PARTIAL DAY REQUESTS
 - i. Enter date(s) and Absence Name, and click 
 - ii. Fill in dates and absence types as needed
 - iii. Single Day Requests
 1. **Partial Days** : drop down list:
 - a. **One day or All Days** = single or multiple days are partial
 - iv. Multiple Day Requests
 1. **Partial Days** : drop down list:
 - a. All days= all days are partial days
 - b. **Start Day Only, End Day Only, or Start and End Days**= Only for multiple day requests
 - i. Start date, end date, or both start and end date is a partial day
 - ii. NOTE: Date or dates of request determine how partial days are handled
 - c. When Partial Days are set to anything but None, an “hours” field and check box for Half Days appears.
 - i. Use the check box for a 4 hour partial day
 - ii. Use “Hours” field for any amount of time besides 4 using quarter hour increments
 - d. Use 
 - i. Amount of hours shown in Duration field is what will be recorded on the timesheet
 - e. OK to go back to Timesheet or *Cancel* to cancel request and go back to timesheet
 - f. Submit for Approval to send your Manager an email
 - g. IMPORTANT: If Saved first, request will later require you to use “edit” button and then you can ‘Submit’

14. Editing Timesheet

- a. When the status of time is Saved or Needs Approval, time can be modified.
 - i. To delete row: use  , Save/Submit
 - ii. To change time entered: modify time or change code, Save/Submit
 - iii. Contact manager before changing Approved time
- b. Pushed Back and Denied Time
 - i. Enter Comment
 1. Delete time reported in error and Submit.
 2. Change time and resubmit
 3. If time was originally correct, delete and submit and reenter time and submit.

15. Editing Absence Events

- a. Submitting a Saved request
 - i. Click  to modify duration or date(s) or to submit the request

- ii. Submit
- b. Modifying amount of hours or type of absence
 - i. Click  to modify duration or date(s)
 - ii. Use [Details](#) as needed
 - iii. Save/Submit
- c. Delete request if not using any time on that date
 - i. Click  and the “Cancel” box will active to check.
 - ii. Submit.
 - iii. NOTE: DO NOT CANCEL if you need to request time on that same day- use “Edit” and change the details of the request.
 - 1. If you are submitting time on a day with a previously cancelled request, contact Benefits@utdallas.edu with “Absence Request” in subject line. HR will delete your cancelled request so you may enter a new request.

16. Exceptions

- a. Exceptions occur when the system suspects incorrect time entry
- b. Select clock icon to review message and correct entry as needed

17. To finalize timesheet

- a. Submit Weekly or in Calendar Period view
- b. Make sure all time is in a “Needs Approval” status
- c. Review for accurate entry

18. Sign Out

Payroll Time Reporting Codes (TRCs)

TRC	DESCRIPTION	NOTES	HOW MUCH TO REPORT
AES	Admin Leave for Exemplary Service	Awarded by President or nominated for and awarded hours through HR	Up to 32 hours per fiscal year
BRV	Bereavement Leave	Paid leave for funeral attendance of covered family members	Up to 3 days, more as needed
CWK	Closure Worked	Required by Manager to work during a campus closure. Prior approval required	As many hours as worked
DOC	Dock Pay	Manager or department will alert employee to use	As many as department instructs
EMG	Emergency Leave	Emergency closure of campus operations	Daily scheduled hours
HCP	Holiday/Closure Comp Paid	Initiate a payment of accrued Holiday or Closure Comp Time	As many as VP of Division authorizes
HCT	Holiday/Closure Comp Taken	Use of accrued Holiday or Closure Comp Time hours	As many as needed, no more than balance
HOL	Holiday	Paid Holiday hours	Up to 8 hours
HWK	Holiday Hours Worked	Required by Manager to work during UTD holiday. Prior approval required	Up to amount of actual holiday hours
FOC	Field Officer in Charge	Police Only	As many as department instructs
JUR	Jury Duty/Subpoena	Paid Leave for Jury Duty or Subpoena	Time required by summons
LOP	Admin Leave Without Pay	Contact HR before using	As many as HR instructs
LWP	Admin Leave With Pay	Contact HR before using	As many as HR instructs
MIL	Military Leave	Paid leave for authorized training or duties	Up to 15 days per federal year
NTG	National Guard Leave	Paid leave for authorized training or duties	As many as required by summons
NTR	Nothing to Report	Exempts with nothing to report during that month	0.0 hours on last working day of month
OIC	Officer in Charge	Police Only	As many as department instructs
PAR	Parental Leave	Unpaid leave when FMLA is not applicable. Contact HR before using	As many as HR Instructs
PCP	Premium Comp Paid	Nonexempt Only. Payment of accrued Premium Comp Time	As many as department instructs
PCT	Premium Comp Taken	Nonexempt Only. Use of accrued Premium Comp Time	As many as needed, no more than balance
REG	Nonexempt Hours Worked	Working hours of a Monthly Nonexempt Staff	Report IN/OUT for system to calculate
REX	Exempt Hours Worked	Non-mandatory reporting of working hours for use by employee or Manager	As many as worked
SCP	Straight Comp Paid	Payment of accrued Straight Comp Time	As many as VP authorizes
SCT	Straight Comp Taken	Use of accrued Straight Comp Time	As many as needed, no more than balance
VOT	Voting Leave	Used strictly for time spent voting during working hours	As many as Manager approves

UTD Leave Programs:

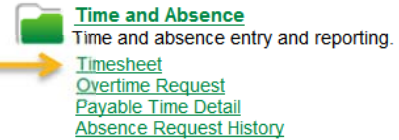
<http://www.utdallas.edu/hrm/benefits/leave.php5>

UTD Employee Notice of Comp Time:

<http://www.utdallas.edu/hrm/fac-staff/eenoticecomptime.php5>

Monthly Absence Requests

1. Sign in to [Galaxy](http://www.utdallas.edu) from www.utdallas.edu
2. Access [Timesheet](#) link under Time and Absence folder
3. Timesheet opens to current week



Time and Absence
Time and absence entry and reporting.

- [Timesheet](#)
- [Overtime Request](#)
- [Payable Time Detail](#)
- [Absence Request History](#)

4. View By setting determines

- a. What Sick and Vacation dates can be entered
 - i. Example: Current week shown- can only enter a request in the week of 2/23/14, cannot enter sick and vacation dates for the next week on 3/5/2014
 - ii. Change view by setting to report past or future absences



*View By: Week
*Date: 02/23/2014

5. Deadline and Status

- a. Deadline: Payroll sends a reminder the morning of deadline, 1st of every month
- b. All time MUST be in a “Need Approval” status by the deadline

6. Save for Later or Submit for Approval

Save for Later

Submit

- a. Save for Later- Manager cannot approve
 - i. If Sick/Vacation request is saved, you must later use the “edit” button and Submit.
- b. Submit Sick & Vacation requests for your manager to receive email notification

7. Status of Time

- a. New- Nothing saved or submitted
- b. **Saved**- Time saved for later, manager cannot approve. MUST Submit by deadline
- c. **Needs Approval- Ready for manager to approve**
- d. Push Back/Deny- Manager requires additional attention to time
- e. Approved- Nothing further needed. Contact manager if needing to change approved request.



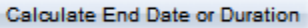
Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>	04/07/2014	04/07/2014	Sick	8.00 Hours		Details	Needs Approval	Approval Monitor	Manager	<input type="checkbox"/>	Edit
<input type="checkbox"/>	04/11/2014	04/11/2014	Vacation	8.00 Hours		Details	Saved	Approval Monitor	Manager	<input type="checkbox"/>	Edit

8. Approval Monitor [Approval Monitor](#)





- a. Check for who can approve or for who approved, denied, pushed back your time

9. Entering Sick and Vacation

- a. Use [Add Absence Event](#)
- b. FULL DAY REQUESTS:
 - i. Enter date(s) of request and Absence Name
 - ii. Save or Submit from Timesheet. Request will assume an 8 hour duration
- c. PARTIAL DAY REQUESTS
 - i. Enter date(s) and Absence Name, and click [Details](#)

- ii. Fill in dates and absence types as needed
- iii. Single Day Requests
 - 1. **Partial Days** : drop down list:
 - a. **One day or All Days** = single or multiple days are partial
- iv. Multiple Day Requests
 - 1. **Partial Days** : drop down list:
 - a. All days= all days are partial days
 - b. **Start Day Only, End Day Only, or Start and End Days**= Only for multiple day requests
 - i. Start date, end date, or both start and end date is a partial day
 - ii. NOTE: Date or dates of request determine how partial days are handled
- d. When Partial Days are set to anything but None, an “hours” field and check box for Half Days appears.
 - i. Use the check box for a 4 hour partial day
 - ii. Use “Hours” field for any amount of time besides 4 using quarter hour increments
- e. Click 
 - i. Amount of hours shown in **Duration** field is what will be recorded on the timesheet
- f. Use Comment box as needed. Do not share any personal information
- g. *OK* to go back to Timesheet or *Cancel* to cancel request and go back to timesheet
- h. Submit for Approval to send your Manager an email or Save for Later
- i. IMPORTANT: If Saved first, request will later require you to use “edit” button and then you can ‘Submit’

10. Editing

- a. Submitting a Saved request
 - i. Click  to modify duration or date(s) or to submit the request
 - ii. Submit
- b. Modifying amount of hours or type of absence
 - i. Click  to modify duration or date(s)
 - ii. Use  as needed
 - iii. Save/Submit
- c. Delete request if not using any time on that date
 - i. Click  and the “Cancel” box will active to check.
 - ii. Submit.
 - iii. NOTE: DO NOT CANCEL if you need to request time on that same day- use “Edit” and change the details of the request.
 - 1. If you are submitting time on a day with a previously cancelled request, contact Benefits@utdallas.edu with “Absence Request” in subject line. HR will delete your cancelled request so you may enter a new request.

11. To finalize sick or vacation requests

- a. Review for accurate entry
- b. Edit/Submit as needed
- c. Make sure all requests are in a “Needs Approval” status

12. Sign Out

Examples: Single Day Requests

Whole Day: 8 hours

Absence Detail ?

*Start Date : [H]

End Date : [H]

Filter by Type :

*Absence Name :

Partial Days :

Duration : Hours

From Sunday 04/06/2014 to Saturday 04/12/2014								Total Hours	Time Reporting Code	
Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12				
	8.00							8.00	DAAMV - Vacation (Absence)	+

Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
04/07/2014	Needs Approval	Approval Monitor	8.00	DAAMV - Vacation (Absence)	

Half Day: 4 hours

Absence Detail ?

*Start Date : [H]

End Date : [H]

Filter by Type :

*Absence Name :

Partial Days :

All Days Hours : All Days Are Half Days

Duration : Hours

From Sunday 04/06/2014 to Saturday 04/12/2014								Total Hours	Time Reporting Code	
Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12				
	4.00							4.00	DAAMV - Vacation (Absence)	+

Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
04/07/2014	Needs Approval	Approval Monitor	4.00	DAAMV - Vacation (Absence)	

Less Than Half Day

Absence Detail ?

*Start Date : [H]

End Date : [H]

Filter by Type :

*Absence Name :

Partial Days :

All Days Hours : All Days Are Half Days

Duration : Hours

From Sunday 04/06/2014 to Saturday 04/12/2014								Total Hours	Time Reporting Code	
Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12				
		2.50						2.50	DAAMV - Vacation (Absence)	+

Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
04/07/2014	Needs Approval	Approval Monitor	2.50	DAAMV - Vacation (Absence)	

More Than Half Day

Absence Detail ?

*Start Date : [H]

End Date : [H]

Filter by Type :

*Absence Name :

Partial Days :

All Days Hours : All Days Are Half Days

Duration : Hours

From Sunday 04/06/2014 to Saturday 04/12/2014								Total Hours	Time Reporting Code	
Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12				
	6.25							6.25	DAAMV - Vacation (Absence)	+

Reported Time Status					
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments
04/07/2014	Needs Approval	Approval Monitor	6.25	DAAMV - Vacation (Absence)	

Examples: Multiple Day Requests

No Days are Partial – All Days are Full Day Requests

Absence Detail ?		From Sunday 04/06/2014 to Saturday 04/12/2014								
*Start Date :	<input type="text" value="04/07/2014"/>	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12	Total Hours	Time Reporting Code
End Date :	<input type="text" value="04/11/2014"/>		8.00	8.00	8.00	8.00	8.00		40.00	DAAMV - Vacation (Absence)
Filter by Type :	All									
*Absence Name :	Vacation									
Partial Days :	None									
Duration :	40.00 Hours									
<input type="button" value="Calculate End Date or Duration"/>										
Reported Time Status										
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments					
04/07/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/08/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/09/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/10/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/11/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					

All Days are Partial – All Days are Half Days

Absence Detail ?		From Sunday 04/06/2014 to Saturday 04/12/2014								
*Start Date :	<input type="text" value="04/07/2014"/>	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12	Total Hours	Time Reporting Code
End Date :	<input type="text" value="04/11/2014"/>		4.00	4.00	4.00	4.00	4.00		20.00	DAAMV - Vacation (Absence)
Filter by Type :	All									
*Absence Name :	Vacation									
Partial Days :	All Days									
All Days Hours :	<input type="text" value="20.00"/> <input checked="" type="checkbox"/> All Days Are Half Days									
Duration :	20.00 Hours									
<input type="button" value="Calculate End Date or Duration"/>										
Reported Time Status										
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments					
04/07/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					
04/08/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					
04/09/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					
04/10/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					
04/11/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					

Start Day Only is a Partial Day – Rest of Days are Full Day Requests

Absence Detail ?		From Sunday 04/06/2014 to Saturday 04/12/2014								
*Start Date :	<input type="text" value="04/07/2014"/>	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12	Total Hours	Time Reporting Code
End Date :	<input type="text" value="04/11/2014"/>		2.00	8.00	8.00	8.00	8.00		34.00	DAAMV - Vacation (Absence)
Filter by Type :	All									
*Absence Name :	Vacation									
Partial Days :	Start Day Only									
Start Day Hours :	<input type="text" value="2.00"/> <input type="checkbox"/> Start Day is Half Day									
Duration :	34.00 Hours									
<input type="button" value="Calculate End Date or Duration"/>										
Reported Time Status										
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments					
04/07/2014	Needs Approval	Approval Monitor	2.00	DAAMV	Vacation (Absence)					
04/08/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/09/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/10/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/11/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					

End Day Only is a Partial Day – Rest of Days are Full Day Requests


Absence Detail ?		From Sunday 04/06/2014 to Saturday 04/12/2014								
*Start Date :	<input type="text" value="04/07/2014"/>	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12	Total Hours	Time Reporting Code
End Date :	<input type="text" value="04/11/2014"/>		8.00	8.00	8.00	8.00	4.00		36.00	DAAMV - Vacation (Absence)
Filter by Type :	All									
*Absence Name :	Vacation									
Partial Days :	End Day Only									
End Day Hours :	<input type="text" value="4.00"/> <input checked="" type="checkbox"/> End Day Is Half Day									
Duration :	36.00 Hours									
<input type="button" value="Calculate End Date or Duration"/>										
Reported Time Status										
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments					
04/07/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/08/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/09/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/10/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/11/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					

Start and End Day Only are Partial Days – Middle Days are Full Day Requests

Absence Detail ?		From Sunday 04/06/2014 to Saturday 04/12/2014								
*Start Date :	<input type="text" value="04/07/2014"/>	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12	Total Hours	Time Reporting Code
End Date :	<input type="text" value="04/11/2014"/>		3.50	8.00	8.00	8.00	4.00		31.50	DAAMV - Vacation (Absence)
Filter by Type :	All									
*Absence Name :	Vacation									
Partial Days :	Start and End Days									
Start Day Hours :	<input type="text" value="3.50"/> <input type="checkbox"/> Start Day is Half Day									
End Day Hours :	<input type="text" value="4.00"/> <input checked="" type="checkbox"/> End Day Is Half Day									
Duration :	31.50 Hours									
<input type="button" value="Calculate End Date or Duration"/>										
Reported Time Status										
Date	Reported Status	Approval Monitor	Total TRC	Description	Comments					
04/07/2014	Needs Approval	Approval Monitor	3.50	DAAMV	Vacation (Absence)					
04/08/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/09/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/10/2014	Needs Approval	Approval Monitor	8.00	DAAMV	Vacation (Absence)					
04/11/2014	Needs Approval	Approval Monitor	4.00	DAAMV	Vacation (Absence)					


Reviewing Sick/Vacation Request History

1. Sign in to [Galaxy](#) from www.utdallas.edu
2. Access [Absence Request History](#) link under Time and Absence folder
3. Select date range.
4. Refresh
5. Select link for 'Absence Name' to review details.
6. Edit request by accessing Timesheet



[Time and Absence](#)
 Time and absence entry and reporting.

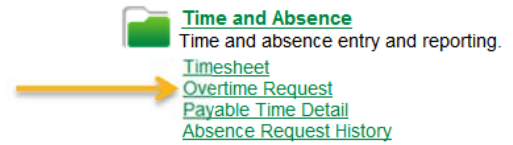
- [Timesheet](#)
- [Overtime Request](#)
- [Payable Time Detail](#)
- [Absence Request History](#)



From :	03/09/2014		Through :	07/07/2014		<input type="button" value="Refresh"/>
Absence Request History						
Personalize Find View All First 1-3 of 3 Last						
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Vacation	Saved	07/02/2014	07/03/2014	16 Hours	Employee	<input type="button" value="Edit"/>
Vacation	Saved	05/01/2014	05/02/2014	16 Hours	Employee	<input type="button" value="Edit"/>
Vacation	Saved	04/04/2014	04/04/2014	8 Hours	Employee	<input type="button" value="Edit"/>

Monthly Overtime Request

1. Sign in to [Galaxy](#) from www.utdallas.edu
2. Access [Overtime Request](#) link under Time and Absence folder
3. Select [Add Request](#)
4. Fill in Date, estimated number of hours and comment



- a. Comp Time Date
 - i. Friday or end of scheduled week date if working 40+ hours
 - ii. Date of holiday or campus closure
- b. Comp Time Hours
 - i. Estimated number of hours
 1. Enter exact working hours in timesheet after working hours are known
- c. Comment
 - i. Always provide comment for reason of request

Fill in the Compensation Time Information and select Submit to initiate the comptime request.

Compensation Information	
Comptime Date:	<input type="text" value="01/24/2014"/> (example: 01/19/2014)
Comptime Hours:	<input type="text" value="3"/>
Comment:	<input type="text" value="Project deadline on 1/24. Estimated an additional 3 hours needed to complete project."/>
<input type="button" value="Submit"/>	
Cancel and Return to Comptime Requests	

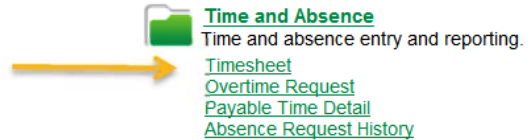
Fill in the Compensation Time Information and select Submit to initiate the comptime request.

Compensation Information	
Comptime Date:	<input type="text" value="01/20/2014"/> (example: 01/19/2014)
Comptime Hours:	<input type="text" value="6"/>
Comment:	<input type="text" value="Essential employee required to work during Holiday to provide critical support to campus."/>

5. Submit
6. Once submitted, your Manager will receive an email notification. You will receive a notification when the Manager approves or denies your request

Monthly Reviewing Comp Time Balances and Expiration

1. Sign in to [Galaxy](http://www.utdallas.edu) from www.utdallas.edu
2. Access [Timesheet](#) link under Time and Absence folder



Time and Absence
Time and absence entry and reporting.

- [Timesheet](#)
- [Overtime Request](#)
- [Payable Time Detail](#)
- [Absence Request History](#)

3. After you have earned your first amount of comp time, the timesheet will display a new field called:
 - a. **Leave and Compensatory Time Balances**
 - i. To view balances-expand box by clicking on triangle

4. **PREMIUM will never expire**

5. **To view expiration on STRAIGHT and HOLCLO comp time**

- a. Select HOLCLO or STRAIGHT Plan link

Reported Time Summary				
Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	STRAIGHT	2.00	0	
Comp Time	HOLCLO	56.00	0	
Comp Time	PREMIUM	7.75	0	

6. **If Balance at Start of Day is the SAME as Ending Balance, nothing will expire on the Expiration Date**

- a. This means that time that would have expired has already been used

Comp Time Balance Summary			
Compensatory Time Off Plan:	HOL & STR	Expiration Period:	Years
Date:	06/07/2015	Period Count:	1
Balance at Start of Day:	120.00		
*Show Time Expiring in: Show All			
Expiring Time Earned			
Expiration Date			Ending Balance
08/03/2015			120.00
09/01/2015			120.00
11/28/2015			120.00
12/22/2015			113.50

2. **If Balance at Start of Day is the DIFFERENT than the Ending Balance, the difference will expire on the date listed**

Comp Time Balance Summary			
Compensatory Time Off Plan:	HOL & STR	Expiration Period:	Years
Date:	06/07/2015	Period Count:	1
Balance at Start of Day:	120.00		
*Show Time Expiring in: Show All			
Expiring Time Earned			
Expiration Date			Ending Balance
08/03/2015			120.00
09/01/2015			120.00
11/28/2015			120.00
12/22/2015			113.50
12/23/2015			105.50
12/24/2015			97.50

Reviewing Payable Time Details

1. Sign in to [Galaxy](#) from www.utdallas.edu
2. Access [Payable Time Detail](#) link under Time and Absence folder
3. Select Start and End Date in 31 day range and 'Get Rows'

Start Date: <input type="text" value="01/01/2014"/>	End Date: <input type="text" value="01/31/2014"/>	<input type="button" value="Get Rows"/>
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[Time and Absence](#)

Time and absence entry and reporting.

[Timesheet](#)

[Overtime Request](#)

[Payable Time Detail](#)

[Absence Request History](#)



4. What information is displayed
 - a. Rounded time from Timesheet
 - b. Calculations of Overtime
 - c. What time has been included on a paycheck

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Description	Quantity
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5. Payable Status
 - a. Closed- Sent to Payroll/Posted on Paycheck
 - b. Estimated- Waiting for Payroll
 - c. Needs Approval
 - i. If TRC is SCP, PCP, or HCP (Comp Paid Codes)
 1. Waiting for approval by Dept Payable Time Approver
 - ii. If TRC is REW (Hours Worked by Work/Study)
 1. Waiting for approval by Career Center
6. Reason Code- IGNORE
7. Approval Monitor- IGNORE
8. Time Reporting Code
9. Description
10. Quantity- Rounded or calculated amount