

PAYABLE APPROVER

Time & Labor Training

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Any Additional Questions?

askYODA

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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.

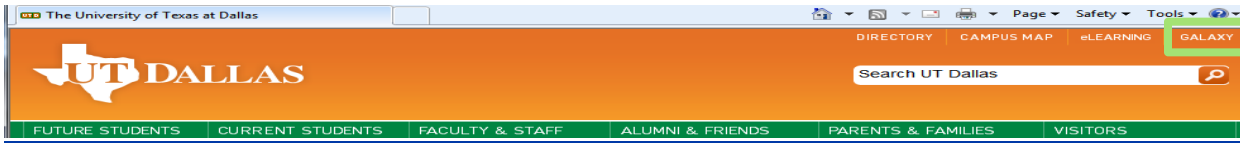
Generally speaking, the deadline to approve Comp Time payments will be the 18th of every month. This deadline ensures that anything approved before the date is guaranteed to be included on the upcoming paycheck. Anything approved after that date has a chance to be included on the upcoming paycheck or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

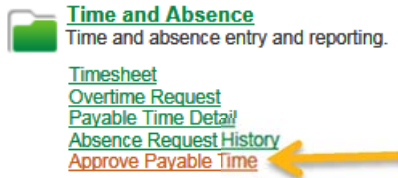
Payroll will not run supplemental checks to pay for Comp Time Payments approved after the deadline.

Payable Time Approval of Comp Time Payments

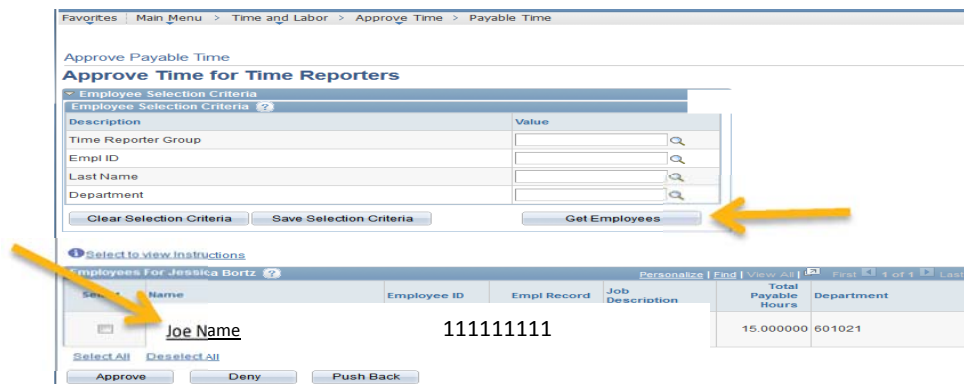
1. Navigate to Galaxy from www.UTDallas.edu & sign in



2. Select *Approve Payable Time* link under Time and Absence folder



3. Select *Get Employees*



4. Select the employee's name

5. Check each box beside the time you would like to approve

a. Types of Comp Time:

- i. PCP- Premium Comp Paid
- ii. HCP- Holiday/Closure Comp Paid
- iii. SCP- Straight Comp Paid

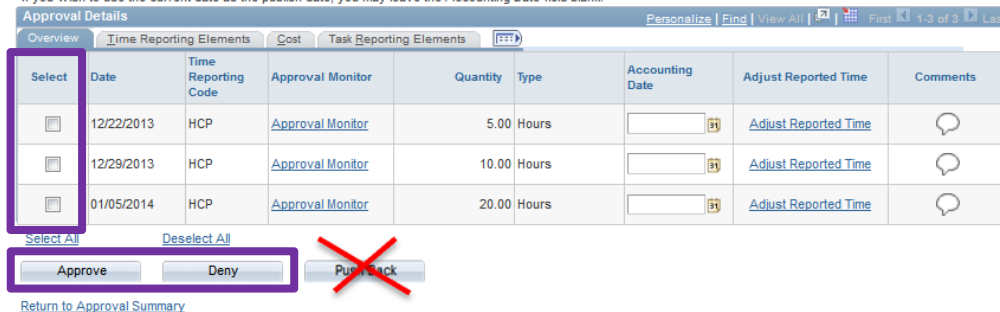
Approve Payable Time

Joe Name

11111111

[Next Employee](#)

Select the time you wish to approve and then select the Approve button.
Enter a specific Accounting Date for each row of payable time to be published.
If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.



6. Select: Approve, Deny, or Push Back

a. Approve

i. Approval of Payment. Will be included on next available check

b. Deny

i. Payment is denied and hours will not be paid

c. Push Back- Do not use

7. 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



8. Sign out