

SEMI-MONTHLY EMPLOYEES

Time & Labor Training

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Any Additional Questions?

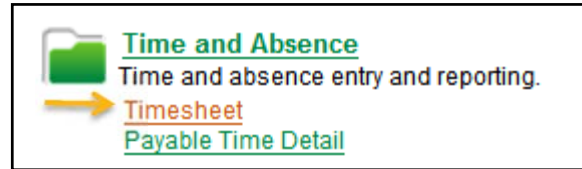
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Semi-Monthly Online Timesheet

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



3. If you have more than one job, choose the timesheet you wish to report time on
 - a. Your department Time Admin can enter an “Optional Job Title” to help you choose between timesheets

Job Description	Empl Record	Department Description	Optional Title
Student Worker	0	ACTIVITY CENTER	Personal Trainer
Student Worker	1	ACTIVITY CENTER	Office Assistant

4. Timesheet opens to current week. ‘View By’ setting determines:
 - a. What days are available for entry and what will be saved/submitted
 - b. Quickly move using: [Previous Week](#) [Next Week](#) links.
 - i. Note: Changing ‘View By’ resets timesheet. Change Date requires you to use

*View By: Week

*Date: 02/23/2014

5. Enter time worked in an IN/OUT sequence

From 04/08/2014 to 04/08/2014									
Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date	
	Tue	4/8	Needs Approval	Approval Monitor	8:00AM	1:00PM	5.00	4/8	

- a. IN- Beginning of shift
- b. OUT-End of shift
- c. Acceptable formats of time: 8:00AM, 8:00A, 8A, 800, 8.0A
 - i. Hint: Check time format by using the ‘enter’ key after entering time
- d. Do record unpaid meal breaks.
 - i. Add a line using to record an additional segment of time worked
- e. Do not record paid rest breaks
- f. Timesheet will total time in an unrounded amount.

6. Variations of typical time entry:

- a. Two shifts in one day or recording an unpaid meal break. Use to add another row to the day

From 04/07/2014 to 04/07/2014									
Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date	
	Mon	4/7	Needs Approval	Approval Monitor	8:00AM	11:00AM	3.00	4/7	
			Needs Approval	Approval Monitor	11:45AM	3:30PM	3.75	4/7	

- b. Shift crossing Midnight
 - i. IN on first day and OUT on second day

From 04/09/2014 to 04/09/2014									
Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date	
	Wed	4/9	Needs Approval	Approval Monitor	8:00PM		5.00	4/9	
	Thu	4/10	Needs Approval	Approval Monitor		1:00AM		4/10	

7. Save for Later or Submit for Approval

- a. Save for Later- Manager cannot approve, sign in later to Submit time for approval
- b. Submit- Manager can approve

Semi-Monthly Online Timesheet: Additional Information

1. Deadlines- End of day on day after pay period ends

- a. Time MUST be submitted one day after the pay period ends
 1. 1st for the previous 16th – 30/31st
 2. 16th for previous 1st – 15th

2. 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.

From 04/13/2014 to 04/19/2014										
Select	Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date	
<input type="checkbox"/>		Sun	4/13	New	Approval Monitor				4/13	+ -
<input type="checkbox"/>		Mon	4/14	Saved	Approval Monitor	8:00AM	2:30PM	6.50	4/14	+ -
<input checked="" type="checkbox"/>		Tue	4/15	Needs Approval	Approval Monitor	12:00PM	5:00PM	5.00	4/15	+ -
<input type="checkbox"/>		Wed	4/16	New	Approval Monitor				4/16	+ -

From 04/13/2014 to 04/19/2014										
Select	Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date	
<input type="checkbox"/>		Sun	4/13	New	Approval Monitor				4/13	+ -
<input type="checkbox"/>		Mon	4/14	Saved	Approval Monitor	8:00AM	2:30PM	6.50	4/14	+ -
<input checked="" type="checkbox"/>		Tue	4/15	Needs Approval	Approval Monitor	12:00PM	5:00PM	5.00	4/15	+ -
<input type="checkbox"/>		Wed	4/16	New	Approval Monitor				4/16	+ -

Managers cannot approve Saved time. Make sure status is "Need Approval" for correct hours to be paid.

3. 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 

4. Approval Monitor [Approval Monitor](#)

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

5. Editing

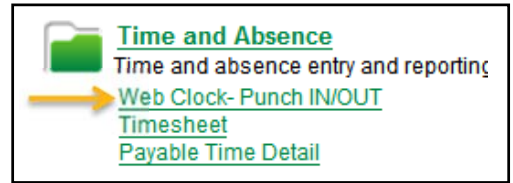
- a. When the status of time is Saved or Needs Approval, time can be modified.
 - i. To delete row completely, use . Save/Submit
 - ii. To change time entered: remove time, enter time, Save/Submit
- b. Pushed Back and Denied Time
 - i. Enter Comment
 - ii. Delete and then resubmit hours to update status to 'Needs Approval'

6. Exceptions

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

Semi-Monthly Web Clock

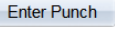
1. Sign in to [Galaxy](http://www.utdallas.edu) from www.utdallas.edu
2. Select [Web Clock- Punch IN/OUT](#) link under the **Time and Absence** folder
3. If you have more than one job, choose the timesheet you wish to report time on



- a. Your department Time Admin can enter an "Optional Job Title" to help you choose between timesheets

Job Description	Empl Record	Department Description	Optional Title
Student Worker	0	ACTIVITY CENTER	Personal Trainer
Student Worker	1	ACTIVITY CENTER	Office Assistant

4. On the 'Enter Punch' page, select IN at the beginning of work and OUT at the end of work.

5. Select the  button
6. On the Save Confirmation page, click OK
- a. Your punch has now been sent to your timesheet
7. Add a Comment with your punch that can be viewed by your Manager

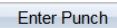
- a. BEFORE clicking 'Enter Punch'

- i. Click triangle icon on Time Reporting Elements to expand the page



- ii. Add a comment

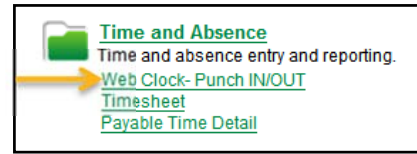
- iii. After choosing punch type and entering a comment, then click



8. Sign out of Galaxy or click on [Timesheet](#) link to view punch

Semi-Monthly Web Clock: Review Punches on Timesheet

1. Sign in to Galaxy from www.utdallas.edu



2. Select **Timesheet** under the Time and Absence folder

3. **Deadlines to review punches and communicate changes to Manager- by 5PM, one day after pay period ends**

- a. Time MUST be submitted one day after the pay period ends
 - 1. 1st for the previous 16th – 30/31st
 - 2. 16th for previous 1st – 15th

4. **Web Clock users have limited access to the Timesheet**

- a. CAN:
 - i. Check punches, punch totals, hours worked per week, and review previous timesheets
 - ii. Add Comments and click on [Approval Monitor](#) to see who can edit or approve punches
- b. CANNOT
 - i. Edit punches. Add a comment for the Manager to edit on your behalf.

View By:	Week	Reported Hours:	15.95	Previous Week	Next Week					
Date:	03/16/2014									
From 03/16/2014 to 03/22/2014										
Comments	Day	Date	Status	Approval Monitor	IN	OUT	Punch Total	Date		
	Sun	3/16	New	Approval Monitor				3/16	+	-
	Mon	3/17	New	Approval Monitor				3/17	+	-
	Tue	3/18	Needs Approval	Approval Monitor	8:31AM	12:18PM	3.76	3/18	+	-
			Needs Approval	Approval Monitor	1:20PM	5:44PM	4.40	3/18	+	-
	Wed	3/19	New	Approval Monitor				3/19	+	-
	Thu	3/20	Needs Approval	Approval Monitor	8:37AM	12:00PM	3.38	3/20	+	-
			Needs Approval	Approval Monitor	1:02PM	5:26PM	4.40	3/20	+	-

5. **Status of Time**

- a. New- No punches collected for that day
- b. Needs Approval- Ready for manager to approve
- c. Approved- Nothing further needed. Contact manager if needing to change approved time.

6. **Comments**

- a. Add comments for missed punches or for changes to punches
- b. Comments will turn blue when a comment is saved

7. **Approval Monitor** [Approval Monitor](#)

- a. Check for approving manager and actions completed by manager

8. **Exceptions**

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