

## Time Admin Quick Guide

### Enroll Employee's Manager

- Galaxy → Time Administrator link → Enroll Employee Manager. Enter Dept ID and Search.
- New Hire
  - Add a row [+], type in EMPLID or use look up. Choose active employment record
  - Type in Manager EMPLID or use look up. Save
- Termination
  - After all time is entered and approved, delete employee row [-]. Save
- Employment Change
  - Check to make sure Record number is the same. If not, change and Save.
- Review Dept Roles
  - Go to 'TL Dept Approver' tab

### Run Reports

- Galaxy → Reports
- Follow prompts
- Review data

### View Employees Timesheet- UTD Timesheet

- Galaxy → UTD Timesheet
- Click **Get Employees**
  - Select a name to view timesheet

### Setting up a New Hire: From PAF to Timesheet

1. Department prepares and turns in PAF and hiring documents to Budgets
2. Budgets reviews, approves, and sets up funding
3. Budgets sends to Payroll & Data Management
4. Data Management enters the new hire information, PAF, and assigns a Timesheet according to type of employee
  - a. Run Report: 'Job Data by Department' to see active employees (updates immediately)
5. Department assigns a manager to the employee's active record
  - a. Can't see someone or get 'invalid value' - the employee does not have an active timesheet
  - b. Run Report: 'Active Job, No Timesheet'. Contact Data Management to assign the timesheet
6. At the top of every hour, Security runs to assign the links in Galaxy based on who has a manager assigned
  - a. If the employee has never logged into Galaxy before, they will not see the timesheet links when they first sign in, wait one more hour and log in again. They need Employee Security before they receive Timesheet Security.

### Terminations

1. Before or on the last day of employment, ensure that all time has been submitted by the employee
2. Check for any unapproved time for the Manager
  - a. Run 'Unapproved- Semi Time, Monthly Absences, and Other Time' reports.
3. Once employee timesheet is complete, you can remove them from the Enroll Employee Manager page.
  - a. This will remove the employee from the Manager's list
4. Payroll will process the last check and inactivate the timesheet
  - a. This will remove the employee from the Time Admin & Backup Approver's list in Timesheets

**Department Data & Summaries**

<b>Report Name</b>	<b>Description</b>
Job Data	Employment data
Timesheet Data	Timesheet data
Comp Plan Data	Comp time plans data
Active Job, No Timesheet	Active employees who do not have an activated timesheet
No Manager Assigned	Employees without timesheet access, no manager assigned
Remove Employee/Manager	Inactive EE with a manager, needs removal when TS complete
Dept Summary of Semi Time	Totals hours by status for a date range
Dept Summary of Monthly Time	Summary of all reported time for Sick/Vac, Leave, and REG
Dept Comp Summary & Balances	Summary of comp time balances, earned and taken
Dept Comp Time Report	Breakdown of balances, daily earned/taken with expiration dates
Dept Unresolved Exceptions	All employee's timesheet warning flags
Dept Time Comments	All employee's leave and working hours comments
Dept Sick & Vacation Comments	All employee's Sick & Vac comments
Dept Unapproved Comp Payment	Employees with unapproved comp time payments
Dept Comp Payment Details	Breakdown of employee's paid and unpaid comp time payments
Service Accruals	Employee Months/Years of Service and Sick/Vac accruals

**Semi-Monthly Employees**

<b>Report Name</b>	<b>Description</b>
SM Unapproved Time	All Saved & Submitted Monthly Time
SM Blank Timesheets	Check for 0 entries, no submissions, a blank timesheet
SM Overtime	40+ hour week, Overtime calculated
SM Unresolved Exceptions	Warning flags on timesheet to clear
SM Timesheet Summary	Summary of timesheet hours based on status
SM Timesheet Details	Daily time details per employee
SM Payable Summary	Summary of rounded hours to be paid
SM Payable Details	Daily payable time details per employee
SM Paycheck	Breakdown of paycheck by week with money amounts
SM Employee Paycheck Details	Breakdown of employee paycheck
SM Total Paid in Date Range	Sum of paycheck data in date range, total hours and money paid
SM Over 8 Hours in Day	Check for entry errors, missing punches
SM Audit Trail	Current date on who saved/submitted and who approved

**Monthly Employees**

<b>Report Name</b>	<b>Description</b>
MO Unapproved Sick & Vacation	All Saved & Submitted Sick & Vacation
MO Unapproved REG & Leave	All Saved & Submitted Leave and REG
MO Blank Timesheets	Employees with zero submissions on the timesheet, blank timesheets
MO Unresolved Exceptions	Check for 0 entries, no submissions, a blank timesheet
MO Timesheet Summary	Summary of Approved Timesheet hours by reporting code
MO Sick & Vacation Details	Daily Sick/Vacation details per employee
MO REG & Leave Details	Daily Leave & REG per employee
MO Comp Time Summary	Summary of Earned & Taken with Balances
MO Paycheck	Sick/Vac and Leave on paycheck
MO Employee Paycheck Details	Employee Sick/Vac and Leave on paycheck
MO Employee Sick/Vac History	Employee Sick and Vacation History
MO Employee Sck/Vac Audit	Employee Sick & Vacation Audit Trail
MO Employee REG & Leave Audit Trail	Employee Leave & REG Audit Trail
MO Employee Comp Time Report	Employee Comp Time Breakdown