

TIME ADMIN

Time & Labor Training

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Any Additional Questions?

askYODA

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Duties of a Time Admin

1. Maintain manager designation and Optional Job Titles in Enroll Employee Approver
2. Run Dept Reports
 - Check for Saved/Unapproved Time before deadlines
3. Department knowledge base for policy and procedures
 - Coordinate and ensure training for new employees
 - Coordinating employee security with Payroll office after training
4. Liaison between Payroll/HR and department for updates and other communications

Enrolling Employee Approvers

1. Sign in to [Galaxy](#) from www.utdallas.edu
2. Access [Time Administrator](#) link under [Time and Absence](#) folder
3. Select [Enroll Employee Manager](#)

-  **Time and Absence**
Time and absence entry and reporting.
- [Timesheet](#)
- [Overtime Request](#)
- [Payable Time Detail](#)
- [Absence Request History](#)
- [Approve Timesheet](#)
- [UTD Timesheet](#)
- [Approve Payable Time](#)
- [Manage Delegation Manager](#)
- [Time Administrator](#)

4. Enter Dept ID. Search.

Enroll Employee Approver

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Search Criteria

Set ID: begins with

Department: begins with

Description: begins with

Company: begins with

Location Set ID: begins with

Location Code: begins with

Budget with Department: begins with

Case Sensitive




5. Tabs

- TL Employee Approvers
 - Add/Update: Approving Managers
- TL Dept Approver
 - View: Dept Time Admins, Back Ups, and Payable Approvers

TL Employee Approvers | TL Dept Approver

Department 407000 Payroll & Employee Data Admin

6. To add a new Employee:

- Add a row using  and enter the EMPLID
- If EMPLID unknown-use look up icon  and select employee.
 - List shown contains all active employees in department
- Message will require you to select correct Empl Rcd. Select OK
- Select the  for Employee Record
 - Choose Active record in department

Message

Please choose Correct Empl Rcd to go with this Approval (0904.1)

You have to choose Employee Record Number that corresponds to this activity

Look Up Empl Record

Empl ID:

Empl Record:

Organizational Relationship: begins with


Search Results

View 100 First 1-2 of 2 Last

Empl Record	Organizational Relationship	HR Status	Job Code	Department
0	CWR	Inactive	A00004	405000
1	EMP	Active	A09191	407000

- Once the correct employee and record is showing, enter Manager EMPLID


Empl ID	Empl Record	Name	Job Code	Description	Supervisor ID	Supervisor Name
1	4030001228	Adam Cantwell	A00333	Director of Payroll Services		

- If EMPLID unknown-use look up icon  and select employee.
 - List shown contains all active employees in department
- Save.

7. To update the Manager

- a. Remove and enter or look up new EMPLID. Save

8. To delete an Employee from Department

- a. Remove the row from the grid using . Save

9. To review the other department Roles, select TL Dept Approvers tab.

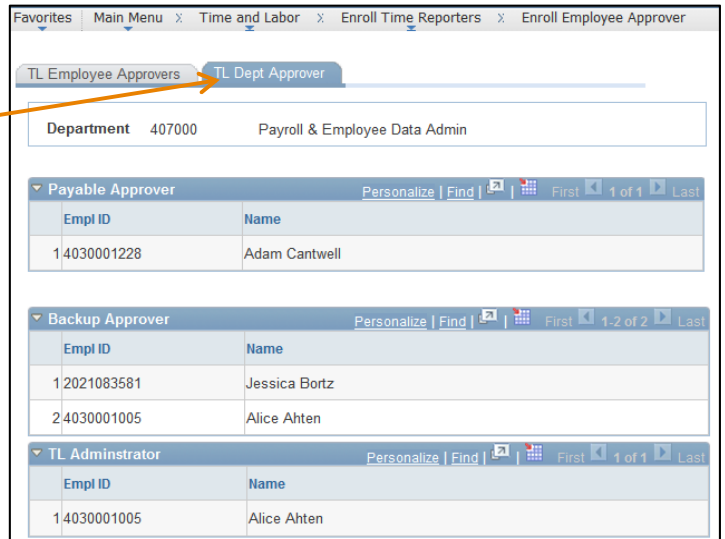
- a. To update: complete Request for Security form for Payroll to update.

10. To add an Optional Job Title to an employee's record

- a. Enter Optional Job Title. Save.
 - i. This is helpful when employees have multiple records in a department due to different pay rates, job codes, managers, etc.
 - ii. Helpful information would be a

Optional Job Title
Grader \$9.50
Research \$10.0

functional job title, Approving Manager, or how much that job pays



Managers in other departments

- If Manager is in another department, complete the Request for T&L Security form and send form to Payroll to enroll the Manager.

Effective Date of Updating a Manager

- A Manager will receive access to approve a timesheet AS OF the date of enrollment or update
 - The Manager can approve anything ENTERED by the employee on or after the date this page is updated
 - The actual date that the employee reports time on does not factor
 - Employees may back report and the new Manager is responsible
 - This is where *Needs Approval* and *Approval in Process* in Approval Monitor is most helpful
- Back Up Approver can fill the gap between Managers

Running Reports

Department Data & Summaries

Link Name	Description
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 employees 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 comp time 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

SM Unapproved Time	All Saved & Submitted Monthly Time
SM Blank Timesheets	Total submissions per month to check for 0 submission, 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

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	Total submissions per month to check for 0 submission, 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

1. Sign in to [Galaxy](#) from www.utdallas.edu
2. Access [Reports](#) link under Time and Absence folder
3. Follow prompts on each report
4. Refer to above list for Name & Description of report
5. Note: when running many sequential reports, clear cache as needed




Time and Absence
Time and absence entry and reporting.

- [Timesheet](#)
- [Overtime Request](#)
- [Payable Time Detail](#)
- [Absence Request History](#)
- [Approve Timesheet](#)
- [UTD Timesheet](#)
- [Approve Payable Time](#)
- [Manage Delegation](#)
- [Manager](#)
- [Time Administrator](#)
- [Reports](#)

Reported Time Audit

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

-  [Time and Absence](#)
Time and absence entry and reporting.
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- [Overtime Request](#)
- [Payable Time Detail](#)
- [Absence Request History](#)
- [Approve Timesheet](#)
- [UTD Timesheet](#)
- [Approve Payable Time](#)
- [Manage Delegation](#)
- [Manager](#)
- [Time Administrator](#)



4. Enter EMPLID.
 - a. No Look Up here. Go to *Active Employees in Groups* page to get EMPLID
5. Enter in Date Range and select *Get Rows*

Reported Time Audit

[Dena Davis](#) Employee ID: 2011142200
 Job Title: Budget Analyst II Empl Record: 0

*Start Date: 12/27/2013
 *End Date: 01/03/2014


6. What this page tells you:

Action	Audit User ID	Audit Date/Time	Date	Time Reporting Code	Punch Type	Punch Date Time	Reported Status	Taskgroup
Add	jlb130830-utd	01/03/2014 10:25:56.947988AM	12/09/2013		In	12/09/2013 8:17AM	Needs Approval	PSNONCATSK
Change	jlb130830-utd	01/03/2014 10:26:55.717225AM	12/09/2013		In	12/09/2013 8:17AM	Approved	PSNONCATSK

- a. Action
 - i. Add- Time has been entered and submitted
 - ii. Change- Time has been modified in some way
 - iii. Delete- Time or row was deleted
- b. Audit User ID
 - i. NetID of employee that completed the Action
- c. Audit Date/Time
 - i. When that employee completed the Action
- d. Date
 - i. The date on the Timesheet.
- e. Time Reporting Code
 - i. Semimonthly employees will be blank
 - ii. Shows code of time reported (JUR, EMG, etc)
- f. Punch Type
 - i. If the employee is nonexempt, the audit will display on each IN and OUT
- g. Punch Date Time
 - i. The time that was punched in from Web Clock or reported by employee
- h. Reported Status
 - i. Status from Timesheet
- i. Taskgroup
 - i. Disregard

Review Active Employees

1. Sign in to [Galaxy](http://www.utdallas.edu) from www.utdallas.edu
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3. Select [Active Employees in Groups](#)

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- [Manager](#)
- [Time Administrator](#)



4. Select Search to automatically return all departments you have access to

Time Reporters in Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Time Reporter Group: begins with

Description: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

Time Reporter Group	Group Type	Indicator	Description
401001A	Dynamic		Financial Services All
401001M	Dynamic		Financial Services Monthly
401001S	Dynamic		Financial Service Semi Mo

5. Select group

Time Reporters in Group

Time Reporter Group: 401001S Financial Service Semi Mo

As Of Date: 12/18/2013

Last Refresh Date/Time: 12/18/13 8:56AM

Group Members [Personalize](#) [Find](#) [View All](#) First 1-10 of 14 Last

Priority	Empl ID	Empl Record	Name
1	2011148713	0	Marissa Pullum
1	2011171074	0	Traxus Broadnax
1	2011499779	0	Mark Janssen

6. Information from this page:
 - a. Time Reporter Group
 - i. ID and Description
 - b. As of Date & Last Refresh Date/Time
 - i. When this active group of employees was last refreshed
 - c. Employee ID, Record, and Name
 - d. Priority
 - i. Do not modify