Time and Absence Reporting
“Timekeeper”
Time Management Overview
The Timekeeper is responsible for managing time entry and absences for employees within their department. Responsibilities include:

- Making sure that all timesheets are received and processed in a timely manner.
- Ensuring timesheets are completed accurately and are signed by both the employee and supervisor.
- Verifying pay period end dates correspond to the hours being reported.
- Entering approved time worked and absences for hourly and non-exempt employees, including compensatory time taken.
- Entering absences and exceptions for exempt employees.

Note: A minimum of two Timekeepers are required for each department. UT Share restricts Timekeepers from entering their own time worked or absences taken.
Most workers are classified as either exempt or non-exempt depending on the type of work they perform.

**Employee Classifications:**

- **Non-Exempt Employee:** A Non-Exempt employee includes Classified employees, Student Workers, and Hourly employees. Employees who fall within this category are subject to the **Overtime** provisions of the Fair Labor Standards Act and will be compensated one-and-a-half times the overtime hours earned for any hours worked over 40 each week. **Non-exempt employees are required to account for all hours worked.**

- **Exempt Employee:** An Exempt employee includes Exempt Classified employees, Faculty, and Administrative & Professionals. **They do not receive Overtime pay** for work performed in excess of the normal work week, as they are exempt from the provisions of the Fair Labor Standards Act. An exempt employee can earn straight comp time for having hours over 40/week. A/P and Faculty do not earn comp time of any sort.
Compensatory Time:

- **Overtime (OT):** The amount of time physically worked beyond 40 hours in a work week. Paid leave is not counted as hours worked when determining OT (e.g. holiday, sick, vacation, emergency closure, etc.). Overtime is calculated at the rate of 1.5 hours for every hour worked over 40 in a workweek (e.g. 5 hrs. x 1.5 hrs. = 7.5 hrs.).

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Time</td>
<td>8.00</td>
<td>10.00</td>
<td>8.00</td>
<td>9.00</td>
<td>10.00</td>
<td>-</td>
<td>-</td>
<td>45.00</td>
</tr>
<tr>
<td>Absence</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-</td>
<td>-</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>8.00</td>
<td>10.00</td>
<td>8.00</td>
<td>9.00</td>
<td>10.00</td>
<td>-</td>
<td>-</td>
<td>45.00</td>
</tr>
</tbody>
</table>

- **Straight Time:** The extra hours earned during a workweek in which the employee also reports a paid leave (e.g. holiday, sick, vacation). Straight time is calculated at the rate of one hour for every hour worked (e.g. 5 hrs. x 1 hr. = 5 hrs.). This time is banked and can be reviewed on the following week of the UT Share Timesheet. Straight time is not paid out but must be used as leave.

**Note:** Straight Time expires 12 months from the week the hours were earned; therefore, it is recommended you use straight comp time first before using vacation, sick or overtime comp.
It is recommended that an employee’s time is entered on a weekly basis.

Timesheets should be entered and submitted in UT Share by the payroll processing deadline. Adhering to the deadline dates published in the payroll processing calendar is critical to ensuring that employees are paid in a timely manner.

Payroll Processing Dates can be viewed from the following web page: https://www.uta.edu/business-affairs/payroll/payroll-processing-dates.php

Hourly employees are paid based on the time entered into UT Share. If hours are not submitted and approved prior to the payroll deadline, hourly employees will not be paid. It is critical that timesheets are processed by the established deadline.

Departments will have up to 90 days to make corrections in UT Share; the current month and the prior 2 months.
An employee’s available balance reflects the last time absence management was processed.

- Vacation and sick leave balances are updated twice a month, around the 15th and after the last day of the month.
- Leave accruals are available the first day of the month but are not visible in the system until mid-month.
- Comp Time balances are updated with each Time Admin process; which runs daily.
**Time Admin** takes reported hours and generates Payable Time, which is used to create paychecks. The Time Admin function is a critical process (run daily) to perform the following:

- Generate Payable Time
- Generate Exceptions (errors)
- Generate Overtime, Holidays, Straight Time, etc.
Time Management Overview

Timesheet Navigation: Workforce Administrator
Homepage – Time and Attendance tile

#### Timesheet Summary

<table>
<thead>
<tr>
<th>Employee Selection Criteria</th>
<th>Selection Criterion Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td></td>
</tr>
<tr>
<td>Reports To Position Number</td>
<td></td>
</tr>
<tr>
<td>Location Code</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Workgroup</td>
<td></td>
</tr>
</tbody>
</table>

- [Get Employees](#)
- [Clear Criteria](#)
- [Save Criteria](#)
Enter any of the Employee Selection Criteria to search for specific timesheets or click “Get Employees” to retrieve all the employees’ timesheet in your security access.
Timesheets Available in UT Share

**Elapsed Timesheet**
- Used by exempt employees
- Must report absences and/or exceptions (e.g. comp time, emergency closure)
- Reporting time worked is not required

**Note:** Exempt employees do not require time entry in order to receive pay. However, it is required to track time for all employees through UT Share in a timely manner.
Punch Timesheet

- Used by non-exempt employees
- Report time worked, compensatory time, and absences

**Note:** Hourly employees and student workers pay is dependent on time entry. Non-exempt classified employees that are paid monthly will receive pay regardless of time entry. However, it required to track time for all employees through UT Share in a timely manner.
The table displays the type of employees that a Timekeeper will manage in UT Share:

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Timesheet Type</th>
<th>Timesheet Report Time Worked</th>
<th>Timesheet Report Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt Classified</td>
<td>Elapsed</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty</td>
<td>Elapsed</td>
<td>No</td>
<td>Yes (Sick Leave Only)</td>
</tr>
<tr>
<td>Administrative &amp; Professional</td>
<td>Elapsed</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Exempt Classified</td>
<td>Punch</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hourly Employees</td>
<td>Punch</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hourly Students</td>
<td>Punch</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Timesheet Overview

1. Timesheets can be “Viewed By” Day, Week or Calendar Period (month). The official work week at UTA is Monday through the following Sunday.

2. The Previous and Next links are used to view prior or future time reporting periods.

3. The Reported Status column initially displays “New”. After submitting hours worked, the field changes to “Submitted”. You can submit and re-submit a timesheet multiple times. Timesheet entries and/or corrections may be entered up to 90 days (current month + prior 2 months).

4. The Add a New Row (plus sign [+]) button is used to insert a new row to enter multiple “ins” or “outs” during a single day (e.g. Split shifts). The Delete a Row (minus sign [-]) button is used to delete all data entered on a row.

<table>
<thead>
<tr>
<th>Add Comments</th>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>In</th>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Time Zone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Mon</td>
<td>4/8</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/8</td>
</tr>
<tr>
<td>☐</td>
<td>Tue</td>
<td>4/9</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/9</td>
</tr>
<tr>
<td>☐</td>
<td>Wed</td>
<td>4/10</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/10</td>
</tr>
<tr>
<td>☐</td>
<td>Thu</td>
<td>4/11</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/11</td>
</tr>
<tr>
<td>☐</td>
<td>Fri</td>
<td>4/12</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/12</td>
</tr>
<tr>
<td>☐</td>
<td>Sat</td>
<td>4/13</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/13</td>
</tr>
<tr>
<td>☐</td>
<td>Sun</td>
<td>4/14</td>
<td>New</td>
<td>8:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>8.00</td>
<td></td>
<td></td>
<td>CST</td>
<td>4/14</td>
</tr>
</tbody>
</table>
Viewing Comp Time & Leave Balances

• To view Overtime and/or Straight Time balances, click the **Leave and Compensatory Time** tab. This section will display the Comp time that an employee is eligible for and any balances.

• To view Vacation and Sick Leave balances, click the **Absence** tab.
Non-Exempt employees are required to report all time worked on their paper timesheet.

Employee must provide “time in” and “time out” entries; including lunch hour.

The paper timesheet is provided to the Timekeeper to report the time in UTShare.

Time should be entered to the nearest quarter hour based on a 7 ½ minute rule. (e.g. 8:05 = 8:00, 8:09 = 8:15).
Punch Timesheet

Reporting Time Worked for a Non-Exempt/Student Employee

To report time worked:
1. Change the calendar **Date** to the appropriate time reporting period and then click the **Refresh** timesheet icon to update the page.
2. Click the “**Apply Schedule**” button. This button is only used for Benefits Eligible employees. The default schedule is 8:00 am - 5:00 pm Mon - Fri. If the employee’s schedule deviates significantly, please contact Payroll.
3. Based on the employee’s paper timesheet, edit the time accordingly.
4. Click **Submit**.
Overlapping Days or Additional Shifts

If an employee works more than one shift on the same day, additional row(s) must be added to record this time. Consider this scenario:
- Sam Maverick started work at 11:00 pm on Wednesday night.
- Ended his day at 4:00 am on Thursday morning.
- Sam returned to work at 2:00 pm on Thursday afternoon.
- Since Sam already was “Out” at 4:00 am on Thursday morning, you must “Add a New Row” to enter the 2:00 pm start time on Thursday afternoon. (In this example, the new row is outlined in green.)

Note: If the overnight shift crosses from a Sunday to a Monday, or from/to a holiday please end the day at 11:59:59 pm and start the next day at 00:00 (midnight). That breaks the FLSA week or holiday so that proper time for that week can be observed in the Reported Hours area of the timesheet.
Time Entry Shortcuts

If you do not indicate ‘am’ or ‘pm’ when entering time, the system assumes the entry is ‘am’; which is the default setting.

Time can be entered as follows:
- 8:00am can be entered as 8
- 8:00pm can be entered as 8p
- 8:15 can be entered as 8.15; if necessary add a “p” to designate PM
- 24-hour Military Time - do not need AM/PM indicators
Common Time Entry Issue with New Employees, Employees Returning from FMLA, or Employees with a Position Change

When entering time for a New Hire, an employee returning from leave of absence, or an employee with a position change (e.g. Promotion), you must change the timesheet date to the effective date of the change (i.e. the first date the employee returned to work from FMLA or the first date of the position change). Consider this scenario:

• In Example 1, the employee was on leave of absence from 02/13/2017 to 05/31/2017. The Timekeeper entered the first date of the time reporting period (5/29/2017); which is the beginning of the week. After clicking the refresh button, the following error appears “Sam is inactive as a time report as of 02/13/2017”. The rows are locked and time cannot be entered.

• In Example 2, the date on the timesheet is changed to the first date the employee returned to work (06/01/2017). After clicking the refresh button, the timesheet is now available for entry.
Reporting Absences
When an exempt or non-exempt employee is absent from work, the absence event should be recorded on the employee’s paper timesheet.

The following types of absences are reported on the employee’s paper timesheet and in UT Share: Vacation, Sick, Jury Duty, Bereavement.

When entering an Absence Event from the main page of the timesheet, the system automatically assumes the event is a full day absence (e.g. 8 hours sick).

To enter a partial day absence (e.g. less than 8 hours), you must use the Absence Events Details page by selecting the Details link from the main page of the timesheet.

---

**Reported Time Status** | **Summary** | **Leave / Compensatory Time** | **Absence** | **Exceptions** | **Payable Time**
---|---|---|---|---|---

**Absence Events**

<table>
<thead>
<tr>
<th>Select</th>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Reason</th>
<th>Unit Type</th>
<th>Details</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>Source</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>04/13/2020</td>
<td>04/13/2020</td>
<td>Bereavement</td>
<td></td>
<td></td>
<td>New</td>
<td>Approval Monitor</td>
<td>Manager Timesheet</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

**Approval**

- Select All
- Deselect All
- Jury Duty
- Select Absence Name
- Deny
- Push Back

**Absence Entitlement Balances**

- Sick Leave
- Vacation Leave

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**Note:** UT Arlington does not use the Educational Activities leave type.
Reporting Full Day Absences
Reporting a Full Day Absence on Punch or Elapsed Timesheet

1. Click the **Absence** tab.
2. Click the **Add Absence Event** button.
3. Enter the date(s) of the absence.
4. Select the absence type (e.g. Vacation, Sick, Jury Duty, Bereavement).
5. After entering the absence event, click **Submit**. It’s important that you click the “Submit” button after EACH absence event to move the entry forward for processing.
The Status column for the absence event changes from "New" to "Approved". The “Approved” status indicates that the absence event has been successfully submitted.

Once the absence event is submitted, a new row for the specific date(s) appears on the timesheet with the appropriate Time Reporting Code assigned (e.g. VACS – Vacation – Salaried). (outlined in orange)
Reporting Partial Day Absences
Reporting a Partial Day Absence

Consider this scenario: The employee reported taking a half-day of sick leave. To record this entry in UT Share, perform the following steps:

1. Click the **Absence** tab link to expand the **Absence Events** section (if necessary).
2. Click the **Add Absence Event** button.
3. Enter the **Date(s)** of the absence.
4. Select the **Absence Name** (e.g. Vacation, Sick, etc.).
5. Click the **Details** link to report a partial day absence.
6. Select “All Days” for the Partial Days Field.
7. For “All Days Hours” enter the hours of leave being taken.
8. Click the Calculate End Date or Duration button.
9. If the Duration hours are correct, click OK to return to the timesheet.
Absence Error Message
When conflicting absence information is entered on the same day, or an absence and full day work hours are recorded, a warning message is generated.

Absence(s)/Time Entered exceeds the scheduled hours on 2019-04-29. Do you want to continue? (32001,1)

If you process by clicking “Yes” an Exception will be generated.
Cancel/Correct an Absence Event
Correcting an Absence Event

To correct the entry in UT Share, perform the following steps:
1. Change the calendar **Date** to the time period that requires the correction and then click the **Refresh** page icon.
2. Click the **Absence Event Select to View** link to expand the section (if necessary).
3. Click the **Edit** button.
4. Make the necessary changes (i.e. Absence Name, Absence Event Date(s)).
5. Click **Submit**.
Effective April 13, 2020, Departments must send a request to Leave Management to cancel an Absence Event that has been submitted.

The link to the Leave/Absence Management Absence Event Record Modification Request form can be found on Human Resources’ Employee Leave Services page.

Complete form, including all required fields

Departments can submit a spreadsheet that contains multiple requests
Time Reporting Codes
**Time Reporting Codes**

Time Reporting Codes (TRC) represent an earning type in UT Share. These codes are used to categorize time and labor transactions.

**TRC assigned by Payroll Services ONLY:**
- **OTADJ** - Overtime Comp Adjust (Admin)
- **STDEC** - ST Comp Decrement - Process Only
- **OTDEC** - OT Comp Decrement - Process Only
- **STADJ** – State Comp Adjust (Admin)

**NOTE***Do Not Remove***. Contact Payroll Services if you have any questions about these codes.

**AGHOL** – Agency Holiday. Should the President or representative call a special holiday just for the university. Do not use unless directed by Payroll.

**CBCMP** – Call Back Comp - If an employee is ‘on call’ and given comp time for compensation.

**EMCL** – Weather Closure - will be used for bad weather closure ONLY. This code is used on the Punch and Elapsed Timesheet for classified employees.

**EMFIT** – Fitness, per the university policy that an employee can take up to 1.5 hrs./week to work out.

**EMOTH** – Emergency leave – Other. Do not use unless directed by Payroll.

**FACL** – Facility Closure – this would be used if a specific building on campus had some sort of damage or needed to shut down electricity to do work and everyone had to leave the building and go home.

**OCP** – Overtime Comp Payout - should not be used or deleted from the timesheet. Payroll will enter this code to pay an employee overtime. Deleting it will take that pay away from the employee on the next paycheck.

**OTCTH** – Overtime Comp Taken Hourly

**OTCTS** - Overtime Comp Taken Salaried - used when an employee elects to use overtime hours in the place of vacation or sick leave. This code is used on the Punch Timesheet for Classified employees.

**STCTH** – State Comp Taken Hourly

**STCTS** - State Comp Taken Salaried - used when an employee elects to use straight time hours in place of vacation or sick leave. This code is used on the Punch and Elapsed Timesheet for classified employees.
Reporting Comp Time Taken
Comp Time balances are updated with each Time Admin process.

The time is available to use THE FOLLOWING FLSA WEEK once the Comp Time has been reported.

The department has the option of paying for overtime hours (non-exempt employees) or requiring the employee to take time off. **

Prior approval from a Department Head must be obtained before paying a non-exempt employee for time worked over their regular schedule.

The following Time Reporting Codes (TRC) are used when reporting Comp Time in UT Share:

<table>
<thead>
<tr>
<th>Comp Time Taken TRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>STCTS – State Comp Time Taken Salaried</td>
</tr>
<tr>
<td>STCTH – State Comp Taken Hourly</td>
</tr>
<tr>
<td>OTCTS – Overtime Comp Taken Salaried</td>
</tr>
<tr>
<td>OTCTH – Overtime Comp Taken Hourly</td>
</tr>
</tbody>
</table>

**To process an overtime payout, all time must be entered in UT Share and send the completed “Departmental Payroll Voucher” (form index 1-1) to Payroll Services (P.O. Box 19130).**
Before entering the requested Comp Time, it’s recommended that you verify the employee’s available balances by clicking the Leave/Compensatory Time section.

```
<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
<th>Maximum Allowed</th>
<th>View Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>OVERTIME</td>
<td>1.87</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td>STRAIGHT</td>
<td>0.59</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
```
Using Comp Time TRCs

Elapsed Timesheet

Example: An exempt employee has requested to use comp time. To record this entry in UT Share, perform the following steps:

1. Change the calendar Date to the appropriate time period and then click the Refresh page icon.
2. Enter the number of hours taken or used on the appropriate date(s).
3. Select Time Reporting Code “STCTS – State Comp Taken Salaried”.
4. Click Submit.

<table>
<thead>
<tr>
<th>From Monday 04/16/2019 to Sunday 04/21/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Reminder: Straight Time expires 12 months from the week the hours were earned. It is available for use the following FLSA week in which it is reported.

Punch Timesheet

Example: A non-exempt employee requested for 2 hours to be taken from overtime. To record this entry in UT Share, perform the following steps:

1. Change the calendar Date to the appropriate time period and then click the Refresh page icon.
2. Select Apply Schedule.
3. Change the “Out” time for the appropriate day.
4. Click the “Add a New Row [+]” button to add the Comp Time, select the appropriate Time Reporting Code and enter the hours used (e.g. 2.00) in the Quantity field.
5. Click Submit.
Reporting Comp Time Earned
Elapsed Timesheet:
1. Change the calendar **Date** to the appropriate time period and then click the **Refresh** page icon.
2. Enter the total hours worked for each day. The timesheet must show worked and or earned hours exceed 40 hours to calculate comp time.
3. Click **Submit**.
Punch Timesheet:
To record this entry in UT Share, perform the following steps:
1. Change the calendar Date to the appropriate time period and then click the Refresh page icon.
2. Select Apply Schedule.
3. Based on the paper timesheet, adjust the time accordingly.
4. Click Submit.
Reporting Time - Other
Punch Timesheet: Reporting Emergency Closure Hours

1. Change the calendar Date to the appropriate time period and then click the Refresh page icon.
2. Click the “Apply Schedule” button.
3. Click the add a new row button [+] for the correct day.
4. Edit the time entry for the day of the emergency weather. Select Time Reporting Code “EMCL–Weather Closure” and enter the hours for the closure in the “Quantity” field (e.g. 2 hrs.).
5. Click Submit.
Elapsed Timesheet: Reporting Emergency Closure Hours

A power outage across campus that lasted 2 hours (8:00am – 10:00am). To record this entry in UT Share, perform the following steps:

1. Change the calendar **Date** to the appropriate time period and then click the **Refresh** page icon.
2. Enter the hours for the closure (e.g. 2 hours) in the appropriate work day field. Select Time Reporting Code “**EMCL – Weather Closure**”.
3. Click **Submit**.
Reporting Holiday Leave

The system automatically tracks and credits University holiday hours. Unless the employee worked on a holiday date, there is no need to enter hours for the day.

In this example, Monday, May 27th is an official University holiday (Labor Day). When the “Apply Schedule” button is clicked, the row for Monday is blank.
Timesheet Exceptions
Exceptions

Exceptions are errors or warnings to indicate to the timekeeper to review and possibly correct a time entry.

Exceptions occur when the reported time does not comply with a defined rule.

When the Time Admin process identifies an error on the timesheet the Exception icon is displayed.

You can view the details of the error by clicking the exception icon.

Best Practice is to use the Exceptions page to help you identify timesheets with errors or warnings. This should be done after the Time Admin process has ran (typically occurs once a day).

If an Exception is discovered, correct the error and resubmit the timesheet. When the Time Admin process runs again the exception icon will be cleared.
Punch Timesheet

Common Exception: Meal Punch with No Out Punch

In this example, the employee left work for the day at 12:00pm on Friday, September 4th. An exception indicator was applied because the time “Out” for the day was entered in the wrong field (Meal Out). To correct this entry, return to the timesheet. Delete the time from the “Meal Out” field and enter the time in the “Out” field. Once the field is corrected, re-submit the timesheet. When the Time Admin process runs again the exception icon will be cleared.
How can I check for Exceptions?
View Exceptions
You can view exceptions directly on the timesheet. Click the Exceptions tab in the Time Summary section.
View Exceptions

You can view timesheets with Exceptions using the following navigation: Navigator > HRMS > Manager-Self-Service > Time Management > Approve Time and Exceptions > Exceptions

1. Enter or lookup your Time Reporter Group.
2. Click Get Employees.
3. Exceptions:
   - If no Exceptions are found, you will see the following message, “There were no employees found based upon your selection criteria”.
   - If Exceptions are found, the Exceptions grid displays each timesheet with an error or warning. This section provides a Description of the message, the Date of the occurrence and the Name of the employee. To correct the Exception, return to the employee’s timesheet, make the correction and re-submit the timesheet.
Policies, Procedures and Official University forms are located at: [https://www.uta.edu/policy/](https://www.uta.edu/policy/)

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Reports and Queries
## Available Reports and Queries

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<tr>
<td>UTZ_HA_VAC_SICK_LEAVE_BAL_DEPT</td>
<td>The Employee Leave Balance report displays vacation and sick leave balances for all employee’s in a department. In addition, it provides state service information. Reminder: An employee’s available balance reflects the last time absence management was processed. Leave accruals for the current month will be visible in Employee Self-Service (ESS) typically around the 19th of each month. Leave balances (e.g. Vacation and Sick) are updated twice a month, around the 15th and after the last day of the month.</td>
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<tr>
<td>UTA_MONTHLY_ACCRLS</td>
<td>The Monthly Accruals report displays sick and vacation accruals for all employee’s in a department.</td>
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**Note:** You must have the appropriate security role (Level III or Level V) to view the this report in UT Share. Your security role determines the results.
More Information
UT Share Support & Help:
  – [https://uta.service-now.com/selfservice](https://uta.service-now.com/selfservice)
  – 817-272-2155

Training Resources:
  – Visit Business Affairs Training and Development web page: [https://www.uta.edu/business-affairs/training/](https://www.uta.edu/business-affairs/training/)
    • Register for UTShare Classes
    • Join Business Affairs Listserv
    • View and/or Print UT Share Training Materials
      – Training Guides
      – Job Aid
      – Quick References