Time and Absence Reporting
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**Time Management Overview**

**Employee Classifications**
Most workers are classified as either exempt or non-exempt depending on the type of work they perform.

**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**
This is the time earned for an employee working in excess of their scheduled hours, dependent on their classification.

**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.).

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**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, it must be used as leave.

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**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.

**Timekeeper Responsibilities**

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, absences, and other leave for hourly and non-exempt employees, including compensatory time taken.
- Entering absences and other leave 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.

**Timekeeping Basics**

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.
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.

Payroll Processing Dates can be viewed from the following web page: 

Departments will have up to 90 days to make corrections in UT Share; the current month and the prior 2 months.

A Terminated Employee is removed from a department’s time-group approximately 10 days after the assignment terms.

**Leave Balances**
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 Process**
**Time Admin** takes reported hours and generates Payable Time, which is used to create paychecks. The Time Admin function is a critical process (run nightly) to perform the following:

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

The information that the Time Admin process generates is then put on a payline that is used to generate an employee’s paycheck.

For employee’s who are paid hourly, only the time entered on the timesheet and processed to a payline will carry to their paycheck. Hourly employees are only paid for actual time worked.

**Timesheets**
To report time on an Elapsed Timesheet, there are two ways to get there.
1. From the UTShare Login Page, Select the Workforce Administrator Homepage from the drop down and select the Time and Attendance tile.

2. Begin by navigating to the: Navigator > Manager Self Service > Time Management > Report Time > Timesheet

**Elapsed Timesheet**
The elapsed timesheet is used for exempt employees. It is used to report absences and other leave (e.g. comp time, emergency closure, etc.). Reporting time worked is not required.

**Punch Timesheet**
The punch timesheet is used to enter working hours, absence, and other leave for non-exempt and hourly employees.

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.

We are not required to track time or absences for MONTHLY GTAs and GRAs. But, if the GRA is HOURLY, time worked must be tracked -- absences are not tracked for this group.

Absences are not tracked for Student Workers --- This group do not accrue sick or vacation leave.

Faculty do not accrue vacation time; only Sick.

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

The Previous and Next links are used to view prior or future time reporting periods.
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). The Add a New Row (plus sign [+] button is used to insert a new row to enter multiple “ins” or uts” 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.

To view Overtime and/or Straight Time balances, click the Leave and Compensatory Time tab. This section is 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.

**Reporting Time Worked**

**Non-Exempt**

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 UT Share.

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).

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:
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.

If the date on the timesheet is changed to the first date the employee returned to work (06/01/2017), 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.

Other absences such Military leave and Holidays are recorded on the paper timesheet, but not in UT Share. UT Arlington does not use the Educational Activities or the Floating Holiday leave types.

**Reporting a Full Day Absence (Exempt or Non-Exempt)**

1. Click the **Absence** tab.
2. Click the **Add Absence Event** button.
3. Enter the date(s) of the absence and select the absence type (e.g. Vacation, Sick, Jury Duty, Bereavement).
4. If applicable, select an **Absence Reason** (e.g. illness family member, illness self).
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.

**Reporting a Partial Day Absence**

To record this entry in UT Share, perform the following steps:

1. Click the **Absence** tab.
2. Click the **Add Absence Event** button.
3. Enter the **Start** and **End Date** of the absence.
4. Click the Details link. The Absence Events Details page is displayed.

5. The Start Date and End Date defaults from the main page. Select the Absence Name (e.g. Sick).

6. Next, select the Partial Days type “All Days”.

   **Note**: The default value is “None”. Leave this value if none of the days are partial days. This option is used if the absence event is a full day absence (e.g. 8 hours).

7. Enter the hours of the partial absence.

8. Click the Calculate End Date or Duration button.

9. If the Duration hours are correct, click OK and then click Submit from the main page of the timesheet.

Absence Error Messages

If you enter conflicting absences on the timesheet, it will give you a warning message. If you click yes to continue, an Exception will generate.
Correct an Absence
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.

Cancelling an Absence
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.

1. Complete form (including all required fields):
   a) Section 1 – Collects Submitters Information
   b) Section 2 – Collects Information Regarding what is being requested
2. If requesting a “Electronic Receipt” of your submittal, select the box labeled “Send me an email receipt of my responses”.
3. Click Submit.
Note: If you are submitting a spreadsheet that contains multiple actions, upload the document using under Question #6 (No separate E-Mail’s accepted).

**Time Reporting Codes**

**Defining TRCs**

Time Reporting Codes (TRC) represent an earning type in UT Share. These codes are used to categorize time and labor transactions. These codes are also used to record other leave that is not in the absence module.

**TRCs that the Department can assign:**

- **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.
TRC assigned by Payroll Services ONLY (***Do Not Remove***. Contact Payroll Services if you have any questions about these codes):

**OTADJ** - Overtime Comp Adjust (Admin)

**STDEC** - ST Comp Decrement - Process Only

**OTDEC** - OT Comp Decrement - Process Only

**STADJ** – State Comp Adjust (Admin)

Compensatory Time

The department has the option of paying for overtime hours or requiring the employee to take time off at one and one-half times the number of overtime hours worked**.

Administrative and Professional employees: not eligible for overtime. They are also not eligible for State Compensatory Time except under special circumstances.

Classified, Exempt employees: not eligible for overtime. They are eligible for State Compensatory Time at the rate of one hour for every hour worked over 40 in a workweek.

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.

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

**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.
Using Comp Time TRCs

Elapsed 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. 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**.

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<td>STCTS - State Comp Taken Salaried</td>
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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. 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**.

**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.
Reporting Comp Time Earned
Compensatory time is recorded on the timesheet so that the Time Admin process will automatically calculate the correct type and amount of comp time the employee deserves.

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, over their normal 8-hour schedule.
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 Other Leave
Using the TRCs, other leave can be reported on the timesheet. This includes Emergency Weather closures, Wellness Leave, Comp time taken.
Elapsed Timesheet
To record this entry in UT Share, perform the following steps: Change the calendar **Date** to the appropriate time period and then click the **Refresh** page icon.

1. Enter the hours for the leave (e.g. 2 hours) in the appropriate work day field. Select the appropriate Time Reporting Code.
2. Click **Submit**.

Punch Timesheet
To record this entry in UTShare perform the following steps:

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 leave. Select the appropriate Time Reporting Code and enter the hours in the “**Quantity**” field (e.g. 2 hrs.).
5. Click **Submit**.

Holiday Leave
The system automatically tracks Holiday Leave. Unless the employee worked on a holiday date, there is no need to enter hours for the day.
Timesheet Exceptions

Exception Overview

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.

Viewing Exceptions

There are two ways to view exceptions. A search can be performed to see all exceptions, or the Exceptions tab can be reviewed on each timesheet.
Search Exceptions

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.

4. Then navigate to the individual timesheet to make the corrections.
View on Timesheet
You can view exceptions directly on the timesheet. Click the **Exceptions** tab in the Time Summary section.

Reports and Queries
There are a few queries that departments can run to verify timekeeping entries and to see all the employee’s data in one place.

Navigate to the HCM Query Viewer: Navigator – HRMS - Reporting Tools – Query Viewer

UTZ_HA_VAC_SICK_LEAVE_BAL_DEPT - 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. This information reflects the balance as of the last time the absence process was run.

UTA_MONTHLY_ACCRLS - The Monthly Accruals report displays sick and vacation accruals for all employee’s in a department.

Security Level III or Security Level V are required in UTShare to access these reports.