Time and Absence Reporting "Timekeeper"

Presented by: Business Technology Services
Time Management Overview
Reporting Time Worked
Reporting an Absence
Cancelling/Correcting an Absence
Reporting Compensatory Time
Timesheet Exceptions
Reports & Queries
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.

- **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.
Time Management Overview

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.

<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>9.00</td>
<td>0</td>
<td>10.00</td>
<td>-</td>
<td>-</td>
<td>37.00</td>
</tr>
<tr>
<td>Absence</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>-</td>
<td>-</td>
<td>8.00</td>
</tr>
<tr>
<td>Total</td>
<td>8.00</td>
<td>10.00</td>
<td>9.00</td>
<td>8.00</td>
<td>10.00</td>
<td>-</td>
<td>-</td>
<td>45.00</td>
</tr>
</tbody>
</table>
Time Management Overview

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.
Time Management Overview

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 Management Overview**

**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

Time Management Overview

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.
Time Management Overview

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.
**Time Management Overview**

**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.
# Time Management Overview

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
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.
Viewing Comp Time & Leave Balances

- 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 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:

- 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
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.

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**Note:** All 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 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 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.
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)

The **Status** column for the absence event changes from “**New**” to “**Approved**”. The “Approved” status indicates that the absence event has been successfully submitted.
Reporting Partial Day Absences
Reporting a Partial Day Absence

Consider this scenario: The employee reported vacation leave for Monday (5/18) and Tuesday (5/19). He worked half-a-day on Monday morning and was out all day on Tuesday.

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

1. Click the **Absence Event Select to View** link to expand the **Absence Events** section (if necessary).
2. Click the **Add Absence Event** button.
3. Enter the **Date(s)** of the absence and select the **Absence Name** (e.g. Vacation, Sick, etc.). If applicable, select an **Absence Reason** (e.g. illness family member, illness self).
4. Click the **Details** link to report a partial day absence.
Reporting a Partial Day Absence (Cont’d)

5. The **Start Date**, **End Date** and **Absence Name** defaults from the main page. Next, select the **Partial Days** type. This field is used to specify which days of the absence event are partial. The available options are:

- **All Days**: Indicates that every day of the absence event is a partial day and each day is the same number of hours. This option is also used if a single absence day is a partial day.

<table>
<thead>
<tr>
<th></th>
<th>Mon. 12/09</th>
<th>Tues. 12/10</th>
<th>Wed. 12/11</th>
<th>Thurs. 12/12</th>
<th>Fri. 12/13</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>8</td>
<td>6</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **End Day Only**: Indicates that the end date (last day) of the absence event is the only partial day.

<table>
<thead>
<tr>
<th></th>
<th>Mon. 12/09</th>
<th>Tues. 12/10</th>
<th>Wed. 12/11</th>
<th>Thurs. 12/12</th>
<th>Fri. 12/13</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>Absence</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **None**: This is the default value. 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).

- **Start Day Only**: Indicates that the start date (first day) of the absence event is the only partial day.

<table>
<thead>
<tr>
<th></th>
<th>Mon. 12/09</th>
<th>Tues. 12/10</th>
<th>Wed. 12/11</th>
<th>Thurs. 12/12</th>
<th>Fri. 12/13</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Start and End Days**: Indicates that the start date (first day) and the end date (last day) of the absence events are each partial days.

<table>
<thead>
<tr>
<th></th>
<th>Mon. 12/09</th>
<th>Tues. 12/10</th>
<th>Wed. 12/11</th>
<th>Thurs. 12/12</th>
<th>Fri. 12/13</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>6</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>Absence</td>
<td>2</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Enter the hours of the partial absence.
7. Click the **Calculate End Date or Duration** button.
8. If the **Duration** hours are correct, click **OK** and then click **Submit** from the main page of the timesheet.
Absence Error Message
Warning 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.

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

To cancel the entry, 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 tab.
3. Click the Edit button.
4. Select the Cancel check box.
5. Click Submit. The absence event status changes from “Approved” to “Cancelled”.

Note: For Punch Timesheets, when an absence event has been cancelled make sure to adjust the hours worked accordingly and submit the timesheet again.
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**.
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.

Punch Timesheet

<table>
<thead>
<tr>
<th>In</th>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VACS - Vacation - Salaried</td>
</tr>
<tr>
<td>11:00:00PM</td>
<td></td>
<td></td>
<td></td>
<td>5.00</td>
<td>AGHOL - Agency Holiday</td>
</tr>
<tr>
<td>2:00:00PM</td>
<td>6:00:00PM</td>
<td>7:00:00PM</td>
<td>11:00:00PM</td>
<td>8.00</td>
<td>CBCMP - Call Back Comp - Comptime</td>
</tr>
<tr>
<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>EMCL - Weather Closure</td>
</tr>
</tbody>
</table>

Exceptions | Payable Time | Attendance

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.

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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**.

**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.

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**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, over their normal 8 hour schedule.
3. Click Submit.
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.

### Punch Timesheet

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>4/22</td>
<td>Submitted</td>
<td>8:00:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>5:00PM</td>
<td>8.00</td>
</tr>
<tr>
<td>Tue</td>
<td>4/23</td>
<td>Submitted</td>
<td>8:00:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>8.00PM</td>
<td>11.00</td>
</tr>
<tr>
<td>Wed</td>
<td>4/24</td>
<td>Submitted</td>
<td>8:00:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>8.00PM</td>
<td>9.00</td>
</tr>
<tr>
<td>Thu</td>
<td>4/25</td>
<td>Submitted</td>
<td>8:00:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>8.00PM</td>
<td>8.00</td>
</tr>
<tr>
<td>Fri</td>
<td>4/26</td>
<td>Submitted</td>
<td>8:00:00AM</td>
<td>12:00PM</td>
<td>1:00PM</td>
<td>5:00PM</td>
<td>8.00</td>
</tr>
<tr>
<td>Sat</td>
<td>4/27</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>4/28</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**.

---

**Timesheet**

Augustus Ruby  
Business Support Analyst  

**Actions**

1. **View By**: Week  
2. **Date**: 04/15/2019  
3. **Reported Hours**: 2.00

**Select Another Timesheet**

- Previous Week
- Next Week
- Next Employee
- Print Timesheet
- Punch Timesheet

---

**From Monday 04/15/2019 to Sunday 04/21/2019**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.00</td>
<td>EMCL - Weather Closure</td>
</tr>
</tbody>
</table>

**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 Exceptions 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.
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: Main Menu > 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.
University Polices and Procedures
Policies, Procedures and Official University forms are located at: [https://www.uta.edu/policy/](https://www.uta.edu/policy/)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF-P-PR6</td>
<td>Overtime Requests and Payments to Employees</td>
</tr>
<tr>
<td>BF-P-PR2</td>
<td>Time Reports</td>
</tr>
<tr>
<td>HR-LA-PR2</td>
<td>Vacation Leave Policies</td>
</tr>
<tr>
<td>HR-LA-PR3</td>
<td>Sick Leave Policies</td>
</tr>
<tr>
<td>HR-E-PR5</td>
<td>Work Schedules</td>
</tr>
<tr>
<td>CO-CS-PR13</td>
<td>Inclement Weather and Campus Emergency</td>
</tr>
<tr>
<td>HR-E-PR28</td>
<td>Overtime</td>
</tr>
<tr>
<td>HR-E-PR24</td>
<td>Teaching Duties and Related Compensation for Full Time Administrators or Non-Faculty</td>
</tr>
<tr>
<td>HR-LA-PR7</td>
<td>Absenteeism</td>
</tr>
</tbody>
</table>
Reports and Queries
# Available Reports and Queries

<table>
<thead>
<tr>
<th>Report /Query Name</th>
<th>Description</th>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<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>
<td>Main Menu &gt; HCM Reporting Tools &gt; Query Viewer</td>
</tr>
<tr>
<td>UTA_MONTHLY_ACCRLS</td>
<td>The Monthly Accruals report displays sick and vacation accruals for all employee’s in a department.</td>
<td>Main Menu &gt; HCM Reporting Tools &gt; Query Viewer</td>
</tr>
</tbody>
</table>

**Note:** You must have the appropriate security role (Level III or Level V) to view this report in UT Share. Your security role determines the results.
More Information
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
      - UPK
      - Training Guides
      - Job Aid
      - Quick References