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Time and Absence Reporting “Timekeeper”

Agenda

- ★ Time Management Overview
- ★ Reporting Time Worked
- ★ Reporting an Absence
- ★ Cancelling/Correcting an Absence
- ★ Reporting Compensatory Time
- ★ Timesheet Exceptions
- ★ Reports & Queries



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Time Management Overview

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.

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.).

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Work Time	8.00	10.00	8.00	9.00	10.00	-	-	45.00
Absence	0.00	0.00	0.00	0.00	0.00	-	-	0.00
Total	8.00	10.00	8.00	9.00	10.00	-	-	45.00

- **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.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Work Time	8.00	10.00	9.00	0	10.00	-	-	37.00
Absence	0.00	0.00	0.00	8.00	0.00			8.00
Total	8.00	10.00	9.00	8.00	10.00			45.00

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.

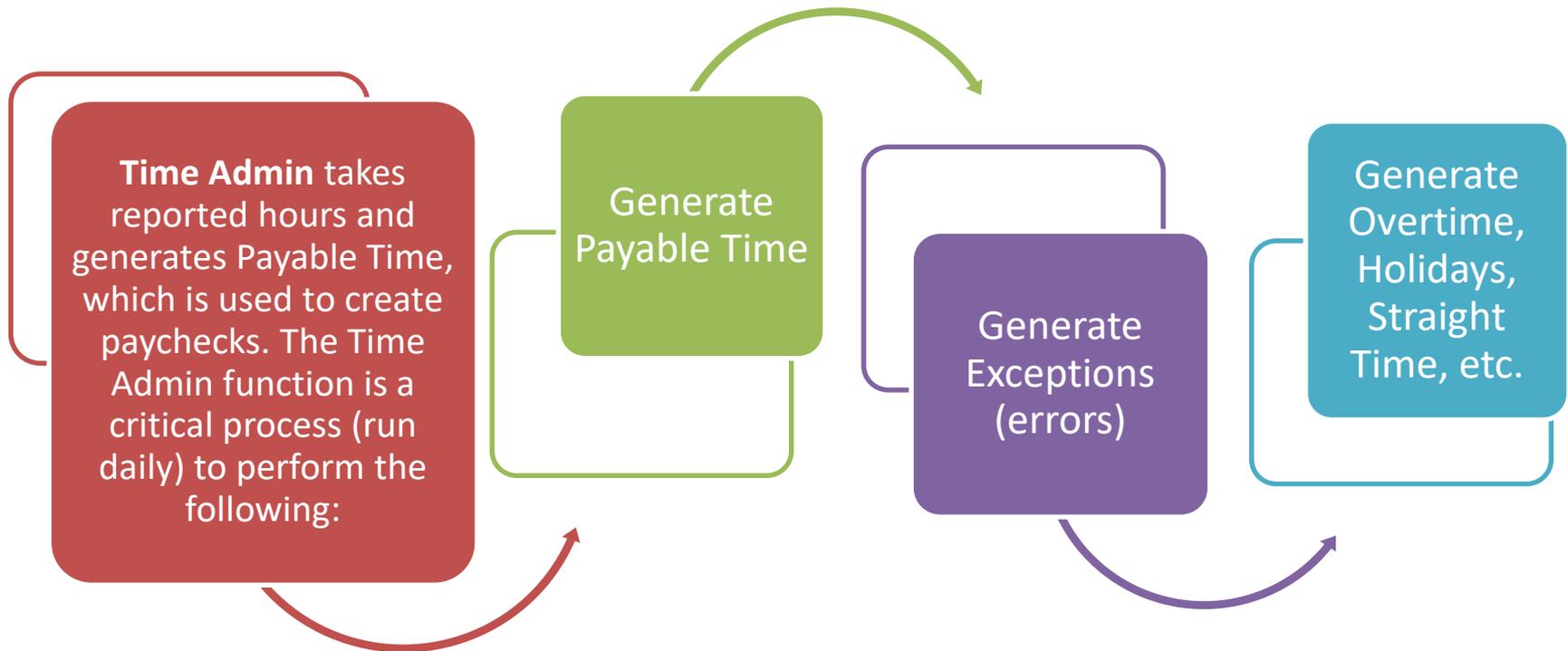


An employee's available balance reflects the last time absence management was processed

Vacation and sick leave balances are updated twice a month, around the 15th and after the last day of the month.

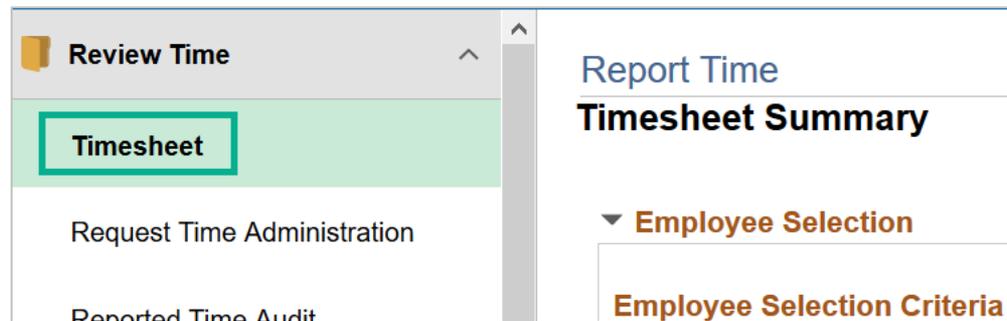
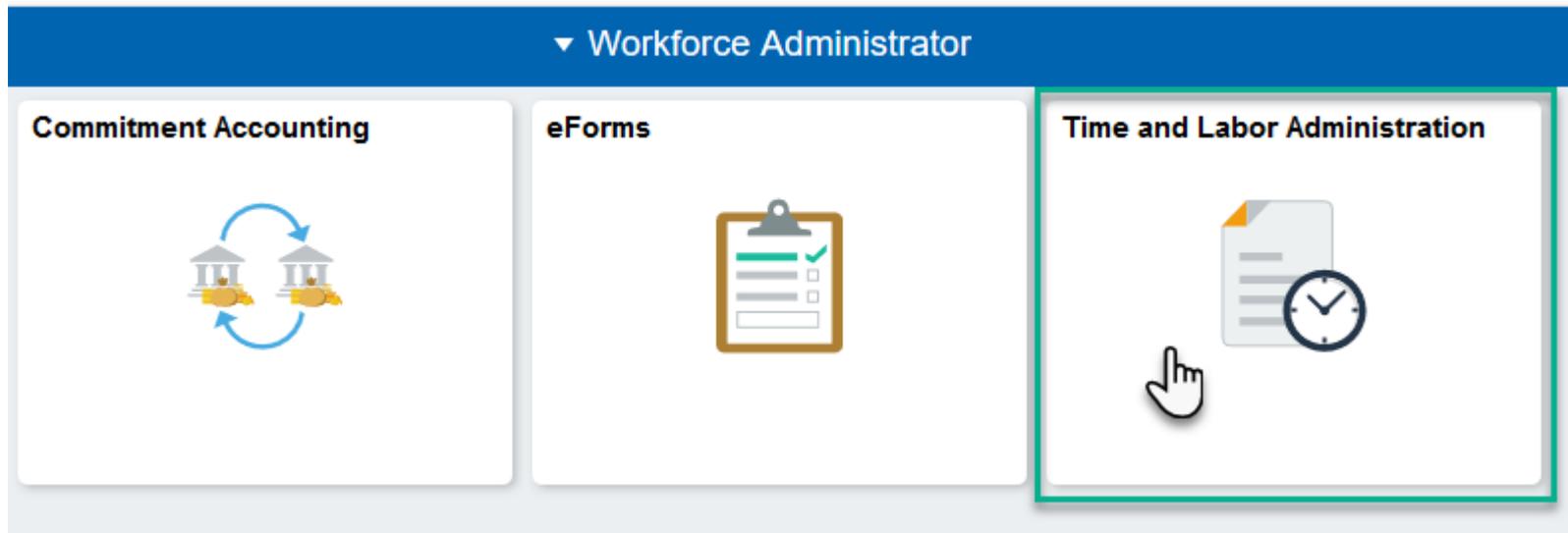
Leave accruals are available the first day of the month but are not visible in the system until mid-month.

Comp Time balances are updated with each Time Admin process; which runs daily.



Time Management Overview

Timesheet Navigation: Workforce Administrator Homepage – Time and Attendance tile



Time Management Overview

Timesheet Navigation: Navigator– HRMS - Manager
Self-Service – Time Management – Report Time –
Timesheet

Report Time

Timesheet Summary

▼ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/> 
Employee ID	<input type="text"/> 
Empl Record	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Reports To Position Number	<input type="text"/> 
Location Code	<input type="text"/> 
Company	<input type="text"/> 
Workgroup	<input type="text"/> 

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.

Report Time

Timesheet Summary

▼ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	ARLEGDN <input type="text"/>
Employee ID	1000123456 <input type="text"/>
Empl Record	<input type="text"/>
Last Name	Maverick <input type="text"/>
First Name	Sam <input type="text"/>
Business Unit	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

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.

Timesheet

Sam Maverick Employee ID 1000123456
Business Support Analyst I Empl Record 0
Actions **Elapsed Timesheet** Earliest Change Date 04/01/2019

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 04/08/2019 Next Employee
Reported Hours 0.00 Print Timesheet Punch Timesheet

From Monday 04/08/2019 to Sunday 04/14/2019

Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Total	Time Reporting Code	*Taskgroup		
									PSNONCATSK	+	-
									PSNONCATSK	+	-
									PSNONCATSK	+	-

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status 1-1 of 1

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.

Timesheet

Sam Maverick
Administrative Assistant II
Actions ▾

Employee ID 1000123456
Empl Record 0
Earliest Change Date 05/01/2019

Punch Timesheet

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 0.00

From 04/08/2019 to 04/14/2019 ⓘ

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
<input type="button" value="🗨"/>	Mon	4/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/8	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="button" value="🗨"/>	Tue	4/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/9	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="button" value="🗨"/>	Wed	4/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/10	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="button" value="🗨"/>	Thu	4/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/11	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="button" value="🗨"/>	Fri	4/12	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/12	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="button" value="🗨"/>	Sat	4/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/13	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="button" value="🗨"/>	Sun	4/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="🔍"/>	4/14	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>

Time Management Overview



The table displays the type of employees that a Timekeeper will manage in UT Share:

Employee Type	Timesheet Type	Timesheet Report Time Worked	Timesheet Report Absences
Exempt Classified	Elapsed	No	Yes
Faculty	Elapsed	No	Yes (Sick Leave Only)
Administrative & Professional	Elapsed	No	Yes
Non-Exempt Classified	Punch	Yes	Yes
Hourly Employees	Punch	Yes	Yes
Hourly Students	Punch	Yes	No



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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.

Timesheet

Sam Maverick
Administrative Assistant II

Employee ID 1000123456

Empl Record 0

Earliest Change Date 05/01/2019

Actions ▾

Time Source Schedule

Punch Timesheet

Select Another Timesheet

*View By **1** Previous Week Next Week **2**

*Date

Reported Hours 0.00 [Print Timesheet](#) [Elapsed Timesheet](#)

From 04/08/2019 to 04/14/2019 ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/8	New 3	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	4/8		
	Tue	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	4/9		
	Wed	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	4/10		
	Thu	4/11	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	4/11		
	Fri	4/12	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	<input type="text"/>	<input type="text"/>	CST	4/12		
	Sat	4/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/13		
	Sun	4/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/14		

4

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.

Summary **Leave / Compensatory Time** Absence

Leave and Compensatory Time Balances

1-1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	STRAIGHT	0.00	0		

[Return to Select Employee](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)

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

Absence Events

1-1 of 1

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="button" value="Edit"/>

Approval

Absence Entitlement Balances

1-2 of 2

Entitlement Name	Balance as of 04/15/2020**	From	To	Accrual Period
Sick Leave	36.50 Hours	09/01/2019	08/31/2020	Year to Date
Vacation Leave	96.85 Hours	09/01/2019	08/31/2020	Year to Date



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Reporting Time Worked

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 UTShare.

Timesheet

Sam Mawick Employee ID: 1000123456
Administrative Assistant II Empl Record: 0
Earliest Change Date: 05/01/2019

Punch Timesheet

Select Another Timesheet

View By: Week Previous Week Next Week
Date: 04/08/2019 Reported Hours: 0.00 Print Timesheet Elapsed Timesheet

From 04/08/2019 to 04/14/2019

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal in	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
<input type="checkbox"/>	Mon	4/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/8	+	-
<input type="checkbox"/>	Tue	4/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/9	+	-
<input type="checkbox"/>	Wed	4/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/10	+	-
<input type="checkbox"/>	Thu	4/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/11	+	-
<input type="checkbox"/>	Fri	4/12	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/12	+	-
<input type="checkbox"/>	Sat	4/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/13	+	-
<input type="checkbox"/>	--	---	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST	4/14	+	-

Save for Later Submit Clear Apply Schedule

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).

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**.

Punch Timesheet

Timesheet

Sam Maverick
Administrative Assistant II

Actions

Earliest Change Date 05/01/2019

Select Another Timesheet

*View By Week [Previous Week](#) [Next Week](#)

1 *Date 04/08/2019  

Reported Hours 0.00 [Print Timesheet](#) [Elapsed Timesheet](#)

3

From 04/08/2019 to 04/14/2019 ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/8	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/8	+	-
	Tue	4/9	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/9	+	-
	Wed	4/10	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/10	+	-
	Thu	4/11	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/11	+	-
	Fri	4/12	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/12	+	-
	Sat	4/13	New								CST	4/13	+	-
	Sun	4/14	New								CST	4/14	+	-

4 Submit [Clear](#) [Apply Schedule](#) 2

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.)

Timesheet

1000123456
Administrative Assistant II

Actions **Punch Timesheet**

Select Another Timesheet

*View By: Week

*Date: 04/15/2019

Reported Hours: 37.00

[Print Timesheet](#) [Elapsed Timesheet](#)

From 04/15/2019 to 04/21/2019

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/15	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/15	+	-
	Tue	4/16	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/16	+	-
	Wed	4/17	Submitted	11:00:00PM				5.00			CST	4/17	+	-
	Thu	4/18	Submitted				4:00:00AM				CST	4/18	+	-
			Submitted	2:00:00PM	6:00:00PM	7:00:00PM	11:00:00PM	8.00			CST	4/18	+	-
	Fri	4/19	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/19	+	-
	Sat	4/20	New								CST	4/20	+	-
	Sun	4/21	New								CST	4/21	+	-

Submit Clear

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

Sam Maverick
Administrative Assistant II
Actions **Punch Timesheet**

Select Another Timesheet

*View By

*Date  

Reported Hours

From 04/08/2019 to 04/14/2019 

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	4/8	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>
	Tue	4/9	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>
	Wed	4/10	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>
	Thu	4/11	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>
	Fri	4/12	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>
	Sat	4/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sun	4/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Example 1

Timesheet

Sam Maverick
Administrative Assistant II
Employee ID 1000123456
Empl Record 0
Earliest Change Date 10/01/2018

Select Another Timesheet

View By: Week
Date: 06/11/2018

Reported Hours 0.00

Sam Maverick is inactive as a time report as of 06/11/2018.

From 06/11/2018 to 06/17/2018

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
<input type="radio"/>	Mon	6/11	New						
<input type="radio"/>	Tue	6/12	New						
<input type="radio"/>	Wed	6/13	New						
<input type="radio"/>	Thu	6/14	New						
<input type="radio"/>	Fri	6/15	New						
<input type="radio"/>	Sat	6/16	New						
<input type="radio"/>	Sun	6/17	New						

Example 2

Timesheet

Sam Maverick
Administrative Assistant II
Employee ID 1000123456
Empl Record 0
Earliest Change Date 10/01/2018

Select Another Timesheet

View By: Week
Date: 06/18/2018

Reported Hours 40.00

From 06/18/2018 to 06/24/2018

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
<input type="radio"/>	Mon	6/18	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
<input type="radio"/>	Tue	6/19	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
<input type="radio"/>	Wed	6/20	Submitted	8:00:00AM			8:30:00AM	0.50	
			Approved						SICK
	Thu	6/21	Approved						SICK
<input type="radio"/>	Fri	6/22	Submitted						UPD
<input type="radio"/>	Sat	6/23	New						
<input type="radio"/>	Sun	6/24	New						

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.



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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.

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

Absence Events ?

1-1 of 1

Absence Take

Select	Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Edit	Delete
<input type="checkbox"/>	04/13/2020	04/13/2020	Select Absence Name			Details	New	Approval Monitor	Manager Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add Absence Event

Approval

Select All | Deselect All | Deny | Push Back

Absence Entitlement Balances

1-2 of 2

Absence Name Dropdown:

- Bereavement
- Educational Activities
- Jury Duty
- Sick Leave
- Vacation Leave

Note: UT Arlington does not use the Educational Activities leave type.



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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.

Submit **5** Clear **1** Apply Schedule

Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Absence Events [?]

1-1 of 1

Absence Take **3**

Select	*Start Date 3	End Date	Absence Name 4	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit	Delete
<input type="checkbox"/>	03/23/2020	03/23/2020	Sick Leave	Select Absence Reas		Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add Absence Event **2**

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)

Punch Timesheet

From 03/23/2020 to 03/29/2020 [?](#)

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	3/23	Approved						SICKS - Sick - Salaried	8.00	CST	3/23	+	
	Tue	3/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="Q"/>	3/24	+	-
	Wed	3/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="Q"/>	3/25	+	-
	Thu	3/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="Q"/>	3/26	+	-
	Fri	3/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="Q"/>	3/27	+	-
	Sat	3/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="Q"/>	3/28	+	-
	Sun	3/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST <input type="button" value="Q"/>	3/29	+	-

Submit

Clear

Apply Schedule

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

Absence Events [?](#)

Select	* Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit
<input type="checkbox"/>	03/23/2020	03/23/2020	Sick Leave	8.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="button" value="Edit"/>

The **Status** column for the absence event changes from “New” to “Approved”. The “Approved” status indicates that the absence event has been successfully submitted.



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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.

Submit Clear Apply Schedule

Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Absence Events ?

1-1 of 1

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit	Delete
<input type="checkbox"/>	03/30/2020	03/30/2020	Sick Leave		Hours	Details	New	Approval Monitor	Manager Timesheet	Edit	Delete

Add Absence Event

Absence Detail ?

*Start Date 03/30/2020 

[View Monthly Calendar](#)

End Date 03/30/2020 

Filter by Type All 

*Absence Name Sick Leave 

Current Balance 91.00 Hours**

Reason Select Absence Reason 

Partial Days All Days  **6**

All Days Hours 4.00 **7** All Days Are Half Days

Duration 4.00 Hours

Calculate End Date or Duration **8**

Comments

Reporter Comments:

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.
10. Back on the Timesheet, click **Submit**.

OK **9**

Cancel

Submit **10**

Clear

Summary

Leave / Compensatory Time

Absence



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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.

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

Yes

No

If you process by clicking “Yes” an Exception will be generated.



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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**.

Business Support Analyst |

Actions

Elapsed Timesheet Example

Select Another Timesheet

1 *View By

*Date  

Reported Hours 8.0

from Monday 04/08/2019 to Sunday 04/14/2019 ?

Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Total	Time Reporting Code	*Taskgroup	
8.00							8.00	SICKS - Sick - Salaried	PSNONCATSK	+

Submit

5

Apply Schedule

2

Reported Time Status

Absence Events ?



1-1 of 1

Absence Take

3

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
4	<input type="text" value="04/08/2019"/> 	<input type="text" value="04/08/2019"/> 	<input type="text" value="Sick Leave"/>	<input type="text" value="Select Absence Reaso"/>	8.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	<input type="button" value="Edit"/>

Cancelling an Absence Event

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



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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.

[Previous Week](#) [Next Week](#)

Punch Timesheet

[Print Timesheet](#) [Elapsed Timesheet](#)

In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
					VACS - Vacation - Salaried
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
11:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	4:00:00AM		
2:00:00PM	6:00:00PM	7:00:00PM	11:00:00PM	8.00	
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

AGHOL - Agency Holiday

CBCMP - Call Back Comp - Comptime

EMCL - Weather Closure

EMFIT - Emergency Fitness

EMOTH - Emergency Other

FACL - Facility Closure

OCP - Overtime Comp Payout

OTCTH - Overtime Comp Hourly Taken

OTCTS - Overtime Comp Salaried Taken

STCTH - State Comp Taken Hourly

STCTS - State Comp Taken Salaried

[Exceptions](#) [Payable Time](#) [Attendance](#)

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:

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.



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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:

Comp Time Taken TRC

- STCTS – State Comp Time Taken Salaried
- STCTH – State Comp Taken Hourly
- OTCTS – Overtime Comp Taken Salaried
- OTCTH – Overtime Comp Taken Hourly

**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.

Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time	Attendance
Leave and Compensatory Time Balances ?					
1-2 of 2 ▾					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	OVERTIME	1.87	0		
Comp Time	STRAIGHT	0.59	0		

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**.

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

Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Sun 4/21	Total	Time Reporting Code
			3.00	2.00				STCTS - State Comp Taken Salaried ▾

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**.

In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
					VACS - Vacation - Salaried	8.00	CST	4/15	+	
							CST	4/16	+	-
11:00:00PM				5.00			CST	4/17	+	-
			4:00:00AM				CST	4/18	+	-
2:00:00PM	6:00:00PM	7:00:00PM	11:00:00PM	8.00			CST	4/18	+	-
8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00			CST	4/19	+	-
					STCTS - State Comp Taken Salaried	2	CST	4/20	+	-
							CST	4/21	+	-



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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**.

Timesheet

Business Support Analyst I

Actions ▾

Select Another Timesheet

*View By

[Previous Week](#) [Next Week](#)

1

*Date  

[Next Employee](#)

Reported Hours 45.00

[Print Timesheet](#) [Punch Timesheet](#)

From Monday 07/29/2019 to Sunday 08/04/2019 

2

Mon 7/29	Tue 7/30	Wed 7/31	Thu 8/1	Fri 8/2	Sat 8/3	Sun 8/4	Total	Time Reporting
<input type="text" value="9.00"/>	<input type="text" value="10.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	<input type="text"/>	45.00	<input type="text"/>

Submit

3

*View By

[Previous Week](#) [Next Week](#)

*Date  

[Next Employee](#)

Reported Hours 44.00

[Print Timesheet](#) [Punch Timesheet](#)

From Monday 08/05/2019 to Sunday 08/11/2019 

Mon 8/5	Tue 8/6	Wed 8/7	Thu 8/8	Fri 8/9	Sat 8/10	Sun 8/11	Total	Time Reporting Code
<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="0.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	36.00	<input type="text"/>
		8.00					8.00	SICKS - Sick - Salaried

Submit

Timesheet

Punch Timesheet

Administrative Assistant II

Actions

Select Another Timesheet

*View By Week

1 *Date 04/22/2019

Reported Hours 44.00

Print Timesheet Elapsed Timesheet

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**.

From 04/22/2019 to 04/28/2019 (?)

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	4/22	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Tue	4/23	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	8:00:00PM	11.00	
	Wed	4/24	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.00	
	Thu	4/25	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Fri	4/26	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
	Sat	4/27	New						
	Sun	4/28	New						

4 Submit

Clear

2 Apply Schedule



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Reporting Time - Other

Timesheet

Punch Timesheet

Administrative Assistant II

Actions ▾

Select Another Timesheet

*View By

Week

1

*Date

04/29/2019



Reported Hours 44.00

[Print Timesheet](#) [Elapsed Timesheet](#)

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**.

From 04/29/2019 to 05/05/2019 ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date		
	Mon	4/29	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	4/29	+	-
	Tue	4/30	Submitted						EMCL - Weather Closure	2.00	CST	4/30	+	-
			Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00			CST	4/30	+	-
	Wed	5/1	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	5/1	+	-
	Thu	5/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	5/2	+	-
	Fri	5/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST	5/3	+	-
	Sat	5/4	New								CST	5/4	+	-
	Sun	5/5	New								CST	5/5	+	-

Submit

5

Clear

2

Apply Schedule

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 I

Actions ▾

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

1 *Date   [Next Employee](#)

Reported Hours 2.00 [Print Timesheet](#) [Punch Timesheet](#)

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

Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Sun 4/21	Total	Time Reporting Code
<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	2.00	<input type="text" value="EMCL - Weather Closure"/>				

Submit

3

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

Administrative Assistant II

Actions

Em
Em
Earliest Cha

Select Another Timesheet

*View By

[Previous Week](#) [Next Week](#)

*Date  

Reported Hours 0.00

[Print Timesheet](#) [Elapsed Timesheet](#)

Reported time on or after 05/01/2019 is for a future period.

From 05/27/2019 to 06/02/2019 

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone	Date
	Mon	5/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST 	5/27
	Tue	5/28	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>	<input type="text"/>	CST 	5/28
	Wed	5/29	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>	<input type="text"/>	CST 	5/29
	Thu	5/30	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>	<input type="text"/>	CST 	5/30
	Fri	5/31	New	<input type="text" value="8:00:00AM"/>	<input type="text" value="12:00:00PM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="5:00:00PM"/>	8.00	<input type="text"/>	<input type="text"/>	CST 	5/31
	Sat	6/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST 	6/1
	Sun	6/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	CST 	6/2

Submit

Clear

Apply Schedule



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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.

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.

Accountant II
Actions -

Punch Timesheet

Select Another Timesheet

*View By Week

*Date 02/04/2019

Reported Hours 40.00

From 02/04/2019 to 02/10/2019

Add Comments	Day	Date	Reported Status	Exception	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Time Zone
	Mon	2/4	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST
	Tue	2/5	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			CST
	Wed	2/6	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00			
	Thu	2/7	Submitted		8:00:00AM	12:00:00PM			4.00			
			Approved									
	Fri	2/8	Approved									
	Sat	2/9	New									
	Sun	2/10	New									

Exception Explained

Exception ID

TLX10002

Description

Meal Punch with No Out Punch
GetMessageText: No default message. (13507,45)

Return

Submit

Clear

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

Attendance

Exceptions

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
02/07/2019	TLX10002	Time Administration	Unresolved	Low	Attendance Violations	
02/08/2019	TLX10002	Time Administration	Unresolved	Low	Attendance Violations	



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**How can I check for
Exceptions?**

*View By

[Previous Week](#) [Next Week](#)

*Date

Reported Hours 40.00

[Print Timesheet](#) [Elapsed Timesheet](#)

View Exceptions
You can view exceptions directly on the timesheet. Click the **Exceptions** tab in the Time Summary section.

From 02/04/2019 to 02/10/2019

Add Comments	Day	Date	Reported Status	Exception	In	Meal Out	Meal In	Out										
	Mon	2/4	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM										2/4
	Tue	2/5	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM										2/5
	Wed	2/6	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00									2/6
	Thu	2/7	Submitted		8:00:00AM			12:00:00PM	4.00									2/7
			Approved										SICKS - Sick - Salaried	4.00	CST			2/7
	Fri	2/8	Approved										VACS - Vacation - Salaried	8.00	CST			2/8
	Sat	2/9	New															2/9
	Sun	2/10	New															2/10

Time Summary Section

Exceptions [?]

1-2 of 2

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
02/07/2019	TLX10002	Time Administration	Unresolved	Low	Attendance Violations	<input type="text"/>
02/08/2019	TLX10002	Time Administration	Unresolved	Low	Attendance Violations	<input type="text"/>

[Return to Select Employee](#)

[Approve Absence](#)

[Manager Self Service](#)

[Time Management](#)

Exceptions

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

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.

Filtering Options

Exceptions ?

Overview Details Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Exception ID	Description
<input type="checkbox"/>	Maverick	Sam		0	TLX10002	Meal Punch with Punch



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University Polices and Procedures

Policies, Procedures and Official University forms are located at: <https://www.uta.edu/policy/>

BF-P-PR6

- Overtime Requests and Payments to Employees

BF-P-PR2

- Time Reports

HR-LA-PR2

- Vacation Leave Policies

HR-LA-PR3

- Sick Leave Policies

HR-E-PR5

- Work Schedules

CO-CS-PR13

- Inclement Weather and Campus Emergency

HR-E-PR28

- Overtime

HR-E-PR24

- Teaching Duties and Related Compensation for Full Time Administrators or Non-Faculty

HR-LA-PR7

- Absenteeism



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Reports and Queries

Available Reports and Queries

Report /Query Name	Description	Navigation
UTZ_HA_VAC_SICK_LEAVE_BAL_DEPT	<p>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.</p> <p>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.</p>	Navigator > HRMS > Reporting Tools > Query Viewer
UTA_MONTHLY_ACCRLS	The Monthly Accruals report displays sick and vacation accruals for all employee's in a department.	Navigator > HRMS> Reporting Tools > Query Viewer

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.



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More Information

More Information

UT Share Support & Help:

- <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/>
 - Register for UTShare Classes
 - Join Business Affairs Listserv
 - View and/or Print UT Share Training Materials
 - Training Guides
 - Job Aid
 - Quick References