The FLUID timesheet configuration issue has affected a relatively large amount of hourly student assistants. Some students and supervisors are reporting that the student “Time” tile is reflecting a Web Clock set up with the ability to punch in/out only. The correct setup should also include a view-only Timesheet for these students in which their hours can be reviewed, but changes can only be made through their supervisor/departmental time administrator.

We have also heard reports that hourly employees who have typically had open access to their timesheets (manually entering start/end times) are now on the restricted Web Clock to punch in/out.

There is no estimate on how long it will take to give students their historic timesheet functionality, whether adding the view-only timesheet alongside the web clock or a switch from the punch system to unrestricted timesheet. We suggest the following in the interim if your student employees report this issue to you –

1. To maintain the Web Clock:
   The supervisor/department time admin can take an active role in utilizing the Time Administration tile timesheet links to assist in monitoring the student’s time.

2. To go back to allowing the employee unrestricted time entry access, a request can be sent by the supervisor/department time admin to payroll@utdallas.edu to transition the employee from web clock to the relevant hourly employee template.

The Office of Student Employment recommends retaining the Web Clock configuration and educating your student employees accordingly as this will be the dominant time administration method for student assistants after Fall 2021.
Advantages to the Web Clock set up for your student assistants include:
- Fewer discrepancies between time record and employee attendance
- Automatic daily adherence prevents late time entries and approvals
- Ease of use

All active student employees were sent guidance by our office via email on 3.25.21 with the subject line URGENT-Student Employee Timesheet Changes. A copy of this notification is below for your reference and continued use:
Good Afternoon Student Employee,

Following the rollout of the new FLUID interface, you may have noticed changes to the UT Dallas Galaxy Home Page. As many of you have expressed concerns, we are reaching out to provide you with some resources and additional guidance for submitting time in accordance with the technology change. Going forward please know that it is crucial for you stay on top of your time submissions to prevent any potential gaps in your pay. (if you are no longer an active student employee and no longer need to report time on a timesheet please disregard)

TO ACCESS YOUR TIMESHEET:

1. Navigate to https://www.utdallas.edu/galaxy/, select GEMINI and log in with your credentials. Ensure the top of the screen says “Gemini for Departments” as illustrated in the screenshot below.

![Screenshot of Gemini for Departments]

2. Select the “Time” tile.

3. You should now see one of the below two setups:
4. **Setup 1: Unrestricted timesheet**

![Unrestricted timesheet](image)

5. Your hiring departments have selected for their student employees to have either:  
   - Setup 1: an unrestricted timesheet similar to what was populated in your Galaxy before the update.  
   - Setup 2: a Web Clock punch in/out alongside a view-only timesheet for you to review your time or

6. See the two attached documents for reference on how to navigate each

**NECESSARY ACTION(S) FOR YOU:**

- If your timesheet has changed from free time entry to Web Clock punch in/out ensure you are punching in and out at the beginning and end of your shift. There will not be any further system updates and we want you paid for the time you are working.

- If you have not submitted your time and now cannot edit them yourself, send your itemized time (date, time in, time out) to your time approver for entry on your behalf. Always cc your supervisor (if it’s different from your time approver) when doing so.

- Bookmark the **pay period deadlines calendar** - the deadline for your April 1<sup>st</sup> paycheck is this Friday, March 26<sup>th</sup>. You will not always receive a prompt from your supervisor/department to have your timesheets submitted and the deadlines are firm. Add them to your outlook calendars.  
  *Tip:* if you submit your time daily, you will never miss a deadline or a paycheck!

- NOTE: if you started in your position during March, you won’t see your timesheet until 10-14 business days after onboarding. Write down your time informally (excel, calendar, etc) until it becomes available.
Drop ins for OIT Fluid Office Hours on Teams are below if you need more assistance:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9am-</td>
<td>Join the OIT Fluid Office Hours Team (join code: 6lkvbwv)</td>
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<tr>
<td></td>
<td>4:00pm</td>
<td>To use a code to join a team:</td>
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<td></td>
<td></td>
<td>Click Teams on the left side of the Teams app,</td>
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<td>then click “Join or create a team”</td>
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<td>Paste the code (6lkvbwv) in the “Enter code” box,</td>
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<td></td>
<td>and click Join.</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>March 15</td>
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<tr>
<td>March 31</td>
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FOR QUESTIONS:
If you still have issues/questions, please feel free to reach out to studentemployment@utdallas.edu or Zahra.Nourani@utdallas.edu for assistance.