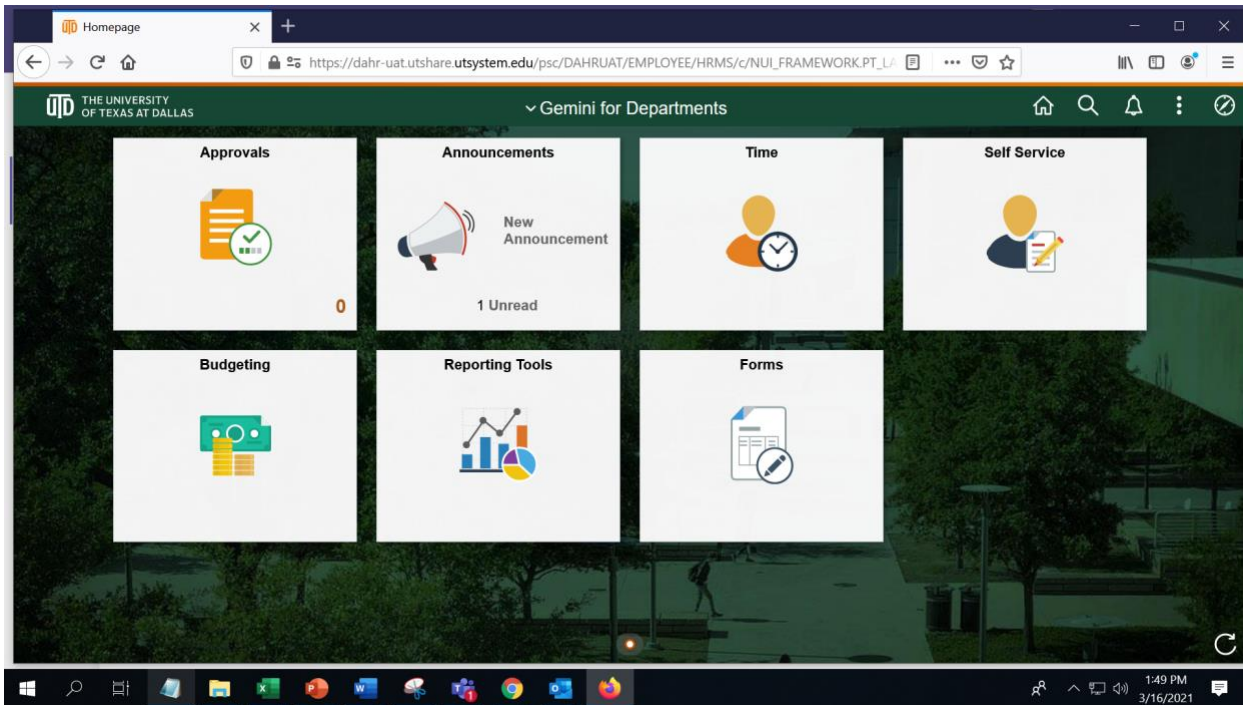1. The Time tile is located on the Gemini for Departments homepage. Student workers might not default to this homepage and can navigate to it by using the drop down menu in the center of the top bar.

2. When accessing the Time tile, a Web Clock user will find two tiles - Report Time and Enter Time. If an hourly employee has multiple active jobs, the correct job title/department should be selected.
3. Web Clock users will report time worked by using the IN / OUT icon on the Report time tile in order to punch in and punch out when beginning or ending a work shift.
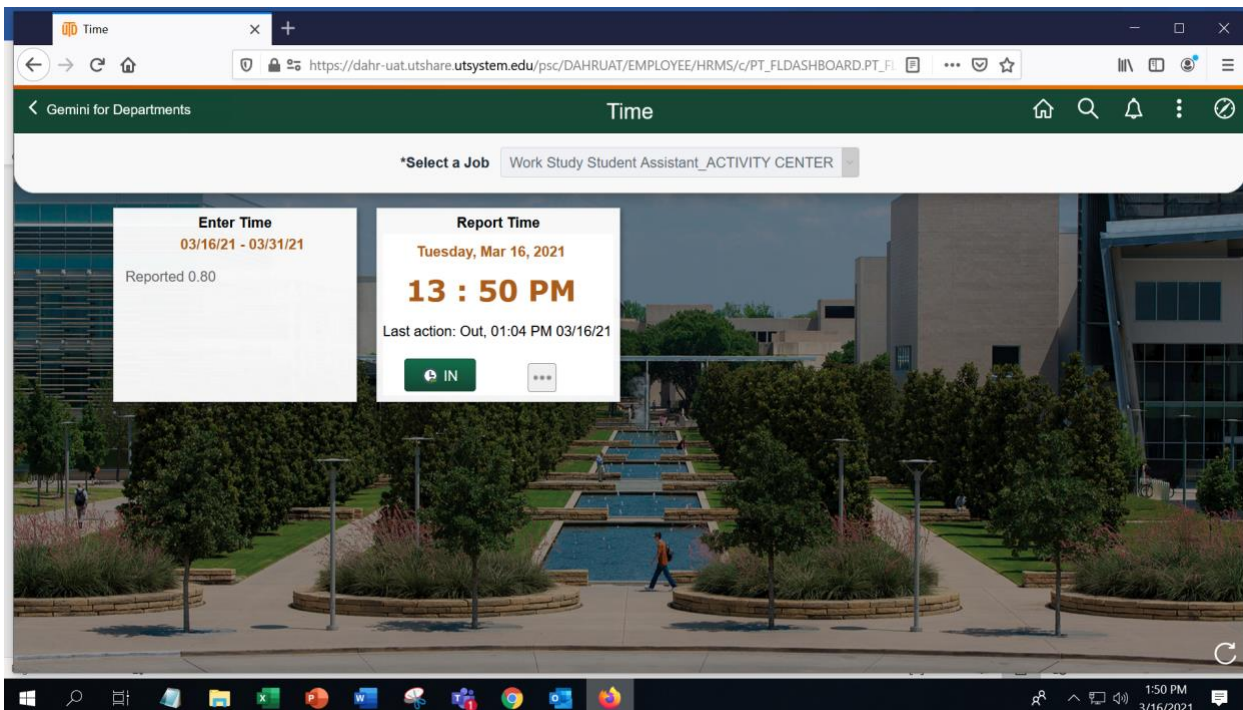
4. If the Web Clock user wants to view previously reported time, they will use the Enter Time tile to view their timesheet.

5. If a Web Clock user notices errors in their reported time, they will contact their supervisor or the department time administrator to request correction. The supervisor or time admin can then review/correct the timesheet by navigating to the Time Administration tile on the Gemini for Departments homepage and selecting the UTD Timesheet - View & Approve link.

https://dahr-prd.utshare.utsystem.edu/psc/DAHRPRD/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTP

< Gemini for Departments

Time Administration

Approve Payable Comp Time

Enroll Employee Approver

UTD Timesheet - View & Approve

ePAR Actions

ePUR - Position Update/Request

Job Data

Modify a Person

Review Paycheck

Employee Selection Criteria

Get Employee

Clear Criteria

Save Criteria

Selection Criterion	Selection Criterion Value
Employee ID	
Last Name	
First Name	
Department	

Change Time in View

Start Date 02/14/2021   End Date   03/21/2021