

FLUID Timesheet



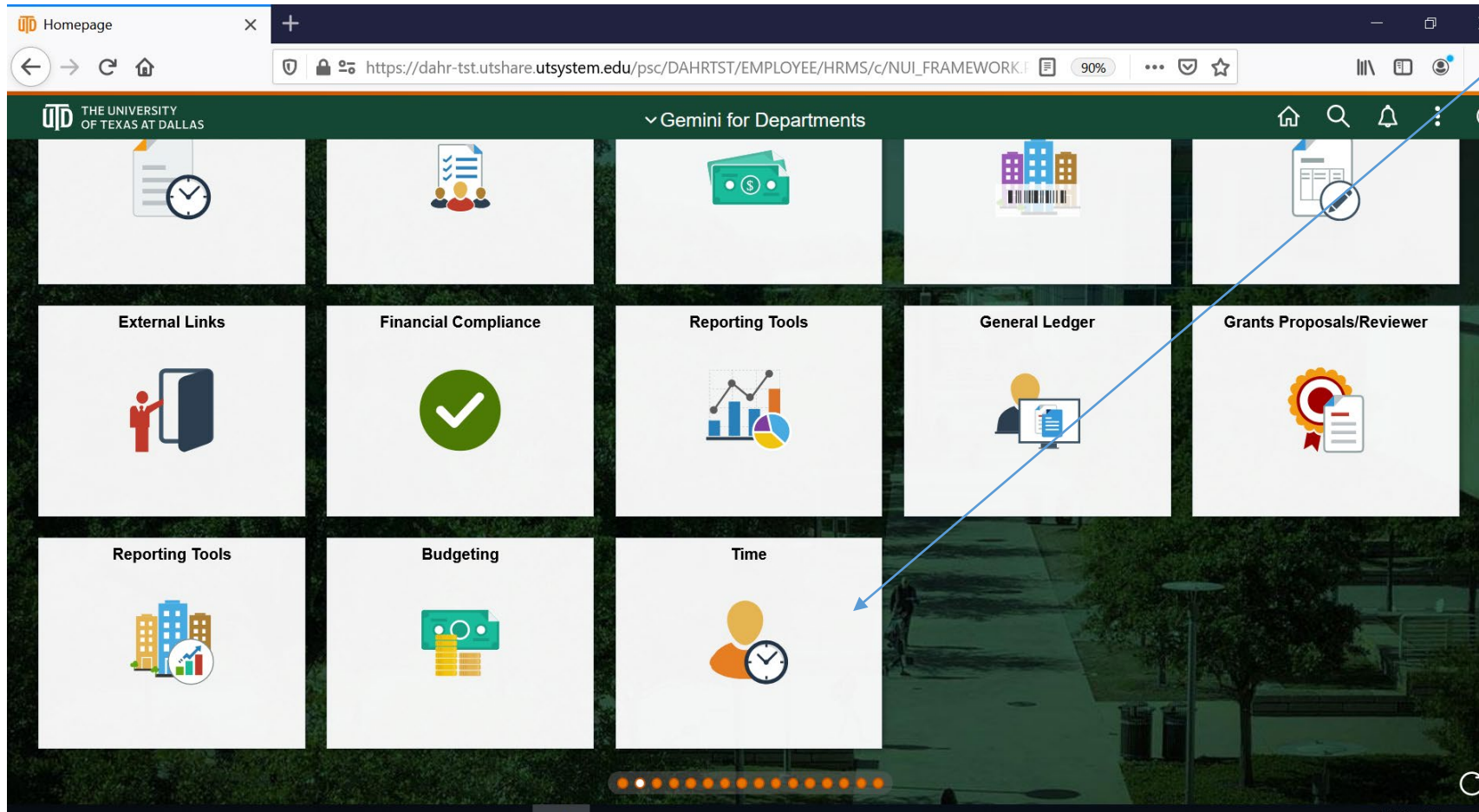
THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

Agenda

- Navigation to Timesheet from landing page
- Overview of Fluid Timesheet
- Changes to different fluid timesheet

Time tile in Gemini for Departments

Time tile



Users click on Enter Time tile to report and submit their time

Enter Time tile

The screenshot displays a web interface for time management. At the top, a dark green header bar contains the word "Time" and a home icon. Below the header, a white bar features a dropdown menu labeled "*Select a Job" with "HRIS Manager_505000" selected. The main content area consists of three white tiles with rounded corners, each with a title and a background image of a building. The first tile, "Absence Balances", shows "74" for "Vacation Balance" and "8" for "Sick Balance", with a date "As Of 2020-10-03". The second tile, "Cancel Absences", features a blue suitcase icon with a red "X" over it. The third tile, "Enter Time", shows the date range "02/01/21 - 02/28/21" and "Reported 0.00". A blue arrow points from the text "Enter Time tile" to the "Enter Time" tile.

Absence Balances	
74	8
Vacation Balance	Sick Balance
As Of 2020-10-03	

Cancel Absences

Enter Time
02/01/21 - 02/28/21
Reported 0.00

Time reporting codes are in the drop down

Weekly view – use arrows to navigate forward and back

Time

Enter Time

Home

Search

Notifications

More

Close

1 February - 28 February 2021

Month Period - PS Delivered

Scheduled 160.00 | Reported 8.00

View Legend

Request Absence

Save for Later

Submit

Week 3 of 4

Scheduled 0.00 | Reported 0.00

*Time Reporting Code / Time Details	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20	Sunday 21
	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
Comments							

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	Plan	End Balance
1				

Select Request
Absence to
report
vacation/sick
leave

Comp
time and
balances

Fluid Timesheet Overview

View Legend will show status of time submitted

The screenshot shows the 'Fluid Timesheet Overview' interface. At the top, there's a header bar with a back arrow, 'Time', and 'Enter Time'. Below this, the 'Job Title' is 'PayDataAnl - Payroll'. A 'View Legend' link is visible on the left. A modal window titled 'Legend' is open in the center, listing various time status categories with corresponding icons. The background shows a 'Day Summary' table with columns for date, day, and time. The table lists days from Sunday (Feb 21) to Wednesday (Feb 24). The 'IN' column shows time slots (7:00AM, 11:00AM, 12:00PM, 6:00PM). The 'M' column shows the status of the time submitted. The 'View Legend' link points to the 'Legend' modal, and the 'Enter Time' text points to the 'Time Details' item in the legend.

Legend

- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Reported
- Reported Under Schedule

Day Summary

Day	IN	M
21 Sunday		
22 Monday		
23 Tuesday		
24 Wednesday	7:00AM	11:00AM

Fluid Timesheet Overview

Action list –
use arrow for
dropdown

Job Title PayDataAnl - Payroll

Enter Time

21 February - 27 February 2021

Weekly

Scheduled 40.00 | Reported 56.00

Request Absence Save for Later Submit

View Legend

Day Summary		In	OUT	Time Reporting Code	Quantity	Comments
21	Sunday Feb Reported 0.00					
22	Monday Feb Reported 8.00					
23	Tuesday Feb Reported 8.00					
24	Wednesday Feb Reported 10.00	7:00AM	11:00AM	12:00PM	6:00PM	

Actions

- Cancel Absences
- View Payable Time
- Time Summary

DAAMV - Vacation (Abser 8.00

DAAMV - Vacation (Abser 8.00

REG - Regular Salari



PUNCH IN PUNCH OUT Timesheet

Weekly view of timesheet

Reported time

IN / Meal Out / In / OUT

View Legend

21 February - 27 February 2021
Weekly
Scheduled 40.00 | Reported 56.00

Request Absence Save for Later Submit

Day Summary		IN	Meal Out	In	OUT	Time Reporting Code	Quantity	Comments
21	Sunday Feb Reported 0.00							
22	Monday Feb Reported 8.00					DAAMV - Vacation (Abser	8.00	
23	Tuesday Feb Reported 8.00					DAAMV - Vacation (Abser	8.00	
24	Wednesday Feb Reported 10.00	7:00AM	11:00AM	12:00PM	6:00PM	REG - Regular Salari		
25	Thursday							






Request Absence for submitting absence

Time Reporting Codes

Punch Timesheet Overview Continue


< Time

Enter Time



Feb

Reported 8.00




24

Wednesday

Feb

Reported 10.00




25

Thursday

Feb

Reported 10.00




26

Friday

Feb

Reported 10.00




27

Saturday

Feb

Reported 10.00




7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary



+

-


7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary



+

-


7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary



+

-


7:00AM

11:00AM

12:00PM

6:00PM

REG - Regular Salary



+

-

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	STRAIGHT	End Balance
1	STRAIGHT	Comp Time		
2	PREMIUM	Comp Time		13.50
3	HOL&CLO	Comp Time		4.00

Comp time and balances

FLUID Training and Resources

Live Training Sessions:

- Gemini functional training sessions providing an in-depth look at the Fluid navigation and functionality geared towards faculty and staff use of PeopleSoft FMS (Financials system) and HCM (or HR system) – 2 sessions every week in March
- Daily FLUID drop-in informational sessions – Before go-live
- Daily FLUID drop-in Q&A sessions – Post go-live

The schedule, along with the registration links, can be found at the Fluid website:

<https://oit.utdallas.edu/fluid/>

There are also training videos and documents available on the Fluid website