FLUID Timesheet

Agenda

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

Time tile in Gemini for Departments

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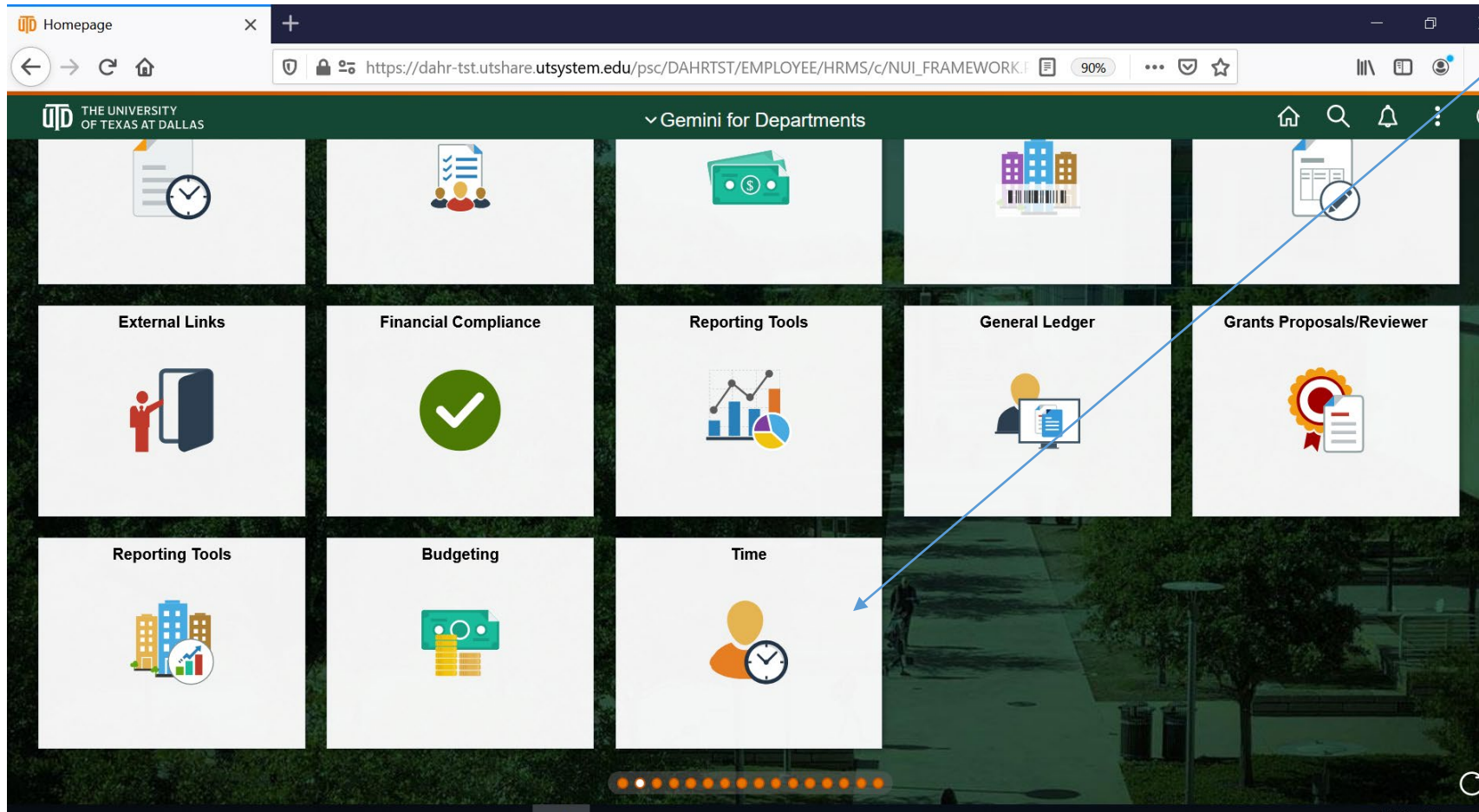
Users click on Enter Time tile to report and submit their time

Enter Time tile

Fluid Timesheet Overview

Monthly view – use arrows to navigate forward and back

Weekly view – use arrows to navigate forward and back

Time reporting codes are in the drop down

Comp time and balances

Select Request Absence to report vacation/sick leave

THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

Fluid Timesheet Overview

View Legend will show status of time submitted

Fluid Timesheet Overview

Action list – use arrow for dropdown

The University of Texas at Dallas
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PUNCH IN PUNCH OUT Timesheet

Weekly view of timesheet

Reported time

IN / Meal Out / In / OUT

Request Absence for submitting absence

Time Reporting Codes

< Time   Enter Time   🏠 🔍 🔔 ⋮ ⊘

◀   **21 February - 27 February 2021**   ▶
Weekly
Scheduled   40.00 | Reported   56.00

View Legend

Request Absence   Save for Later   Submit

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

Punch Timesheet Overview Continue

Comp time and balances

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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