

Entering & Adjusting Time & Leave: Salaried Non-Exempt TEAMS and Faculty

Time entry is automatically populated for exempt salary plans. **Therefore, there is no requirement to alter weekly hours unless you need to report leave or time worked outside of your regular schedule.** For 1.0 FTE employees, your regular schedule has been defaulted as 8 hours per day on Friday, Monday, Tuesday, Wednesday and Thursday of each Friday – Thursday workweek. The hours per day are prorated for employees who are less than 1.0 FTE. This instruction guide gives the process for adjusting time and entering leave, and the process for any adjustments to time and leave to correct overpayments and underpayments.

Use this instruction guide for

- ✓ (Employees) Entering and adjusting time and leave for salaried non-exempt employees (TEAMS & Faculty) in Timesheet
- ✓ (Department Processors) Making adjustments in time and labor for salaried non-exempt employees (TEAMS & Faculty)

Do not use this instruction guide for

- X Entering and adjusting time for exempt employees
- X Entering and adjusting time for non-exempt employees
- X Entering and adjusting time for exempt USPS and OPS employees

ENTERING TIME/OVERTIME IN TIMESHEET

Salaried Non-Exempt employees will use Timesheet to report time worked. Overtime compensatory leave and overtime pay will be compensated based on time entered.

1. Log in to myUFL using your GatorLink username and password.
2. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet.**
3. Confirm the correct workweek is displayed on the page (the first Friday of the current UF pay period will be the default date displayed). To change the workweek, click **Previous Week** or **Next Week** or type in the correct workweek in the **Date** field and click the **Refresh Timesheet** icon.
4. Click the **Add a New Row** icon to add a row, if needed.
5. Enter the appropriate amount of time you worked into the appropriate date field.
6. From the Time Reporting Code drop down menu, select the relevant Time Reporting Code – **SNE – Salaried Non-Exempt.**

The screenshot shows the 'Select Another Timesheet' interface. At the top, there is a 'View By' dropdown set to 'Week' and a 'Date' field set to '10/14/2016'. Below this, it displays 'Reported Hours 42.00' and a 'Punch Timesheet' link. The main table is titled 'From Friday 10/14/2016 to Thursday 10/20/2016'. The table has columns for each day of the week and a 'Total' column. The 'Total' column shows '42.00' and a dropdown menu for 'SNE - Salary Non-Exempt'. There are also '+' and '-' icons next to the dropdown. A 'Submit' button is located at the bottom left of the form.

Fri 10/14	Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Total	Time Reporting Code
8.00	2.00		9.00	9.00	6.00	8.00	42.00	SNE - Salary Non-Exempt

7. If you need to enter time under a different TRC, click the **Add a New Row** icon. Enter the additional time and select the TRC as appropriate.
 8. Click **Submit**.
 9. Review the confirmation screen and click **OK**.
 10. Confirm the **Reported Hours** is correct.
- All time and leave entered will be sent to the approval process.

NOTE: It is important to report time accurately for the days you work.

There may be instances where you need to designate that you didn't work on a specific day during the workweek (Friday, Monday, Tuesday, Wednesday, Thursday). If you are not using leave on that specific day, you will need to use the **NOPAY- No Pay Status** time reporting code. In the example that follows, the employee worked on Sunday, but will not be working on Thursday.

For these situations, follow steps **1 – 6** from above. Then:

1. On the regular workweek day when you did not work, enter **0**:
2. Click the **Add a New Row** icon.
3. On the new row, enter **8**.
4. From the Time Reporting Code drop down menu, select the relevant Time Reporting Code – **NOPAY – No Pay Status**.

Select Another Timesheet							
*View By		Week		Previous Week		Next Week	
*Date		10/07/2016		Reported Hours		50.00	
Punch Timesheet							
From Friday 10/07/2016 to Thursday 10/13/2016							
Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Total Time Reporting Code
						8.00	8.00 NOPAY - No Pay Status
8.00		10.00	8.00	8.00	8.00	0.00	42.00 SNE - Salary Non-Exempt

Submit

The top row has 8 hours of **NOPAY Status** to account for the hours when the employee was not working on Thursday.

The regular time reporting row, **SNE – Salaried Non-Exempt**, has a total of **42 hours** worked.

ENTERING LEAVE IN TIMESHEET

Use Timesheet to enter leave hours.

1. Log in to myUFL using your GatorLink username and password.
2. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet**.
3. Confirm the correct workweek is displayed on the page (the first Friday of the current UF pay period will be the default date displayed). To change the workweek, click **Previous Week** or **Next Week** or type in the correct workweek in the **Date** field and click the **Refresh Timesheet** icon.
4. Delete/adjust any work hours on days that leave is used.
5. Click the **Add a New Row** icon to add a row, if needed.
6. Enter the hours of leave you are taking into the appropriate date field.

7. From the Time Reporting Code drop down menu, select the relevant TRC (i.e., for vacation select **185-Vacation Used - VAC**, for sick use **195-Sick Leave Used - SCK**).
8. If you need to enter additional leave, click **Add a New Row** icon. Enter the additional leave and TRC as appropriate.
9. Click **Submit**.
10. Review the confirmation screen and click **OK**
11. Confirm the **Reported Hours** is a correct reflection of time worked and/or leave used.

All leave entered and any hours worked in excess of 40 hours/workweek will be sent to the approval process.

- ▶ **Note:** You will only see the default schedule if you are entering data into the current or previous pay period. For future pay periods, you may only enter time or leave up to 30 days from the current date.

ADJUSTING TIME & LEAVE

Use Timesheet to correct errors (i.e., overpayments and underpayments.)

Navigation:

1. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet**
2. Confirm the right workweek is displayed on the page (first Friday of the current UF pay period will be the default date displayed). To change the workweek, click **Previous Week** or **Next Week** or type in the correct workweek in the **Date** field and click the **Refresh Timesheet** icon.
3. To make a change, enter the correct number of hours in an existing line or add/delete lines by clicking the **Add a New Row** or **Delete Row** icons
4. Click **Submit**
5. Review the confirmation screen and click **OK**
6. Verify the **Total Reported Hours** is 40 hours (for 1.0 FTE employees)

All time and leave entered will be sent to the approval process

Notes

- ▶ You only have 30 days to make a correction. If more than 30 days have passed, check with your supervisor for instructions.

Additional Help

Payroll and Tax Services 352-392-1231
timelaborhelp@admin.ufl.edu
<http://www.fa.ufl.edu/departments/payroll-tax-services/>

HRS Benefits: 352-392-2477
central-leave@ufl.edu – for leave inquiries
<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#).

