Time Approval with ONE.UF

ONE.UF is a platform that provides convenient access to various functions for Faculty, Staff and Students. Time Approval is one of the first modules available in ONE.UF. ONE.UF can be accessed from nearly any smart phone, tablet or desktop computer using one simple URL. ONE.UF modules will be accessible via the ONE.UF Dashboard or through a direct link to the module.

The ONE.UF Time Approval module is a convenient alternative for those who possess the appropriate security roles to approve time. It is not a replacement to the current Time Approval process conducted within myUFL. The current myUFL Time Approval process remains available and accessible. You must have the UF_TL_DEPT_APPROVER or UF_TL_DEPT_PROCESSOR role to use the ONE.UF Time Approval module.

Time and labor approvers are reminded that while this interface is a new option, their responsibilities remain the same: Approval of time and leave conveys you are verifying that the entries are accurate. This, in turn, allows for proper payment to the employee. Approvers are still expected to work with the employees and their payroll processors, as needed, to ensure that employees' time entries are error-free by working through any exceptions generated by the system.

ONE.UF is a "responsive design" which repositions the data for maximum viewing capability based on the mobile device being used. The Instruction Guide screen shots are from a smart phone; however, the "look and feel" are similar on all devices.

Navigation

1. Using the web-access device of your choice access the Time Approval module in ONE.UF via https://one.ufl.edu.
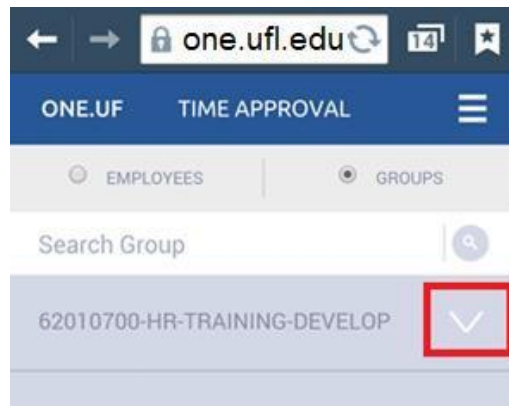
2. The ONE.UF main page.
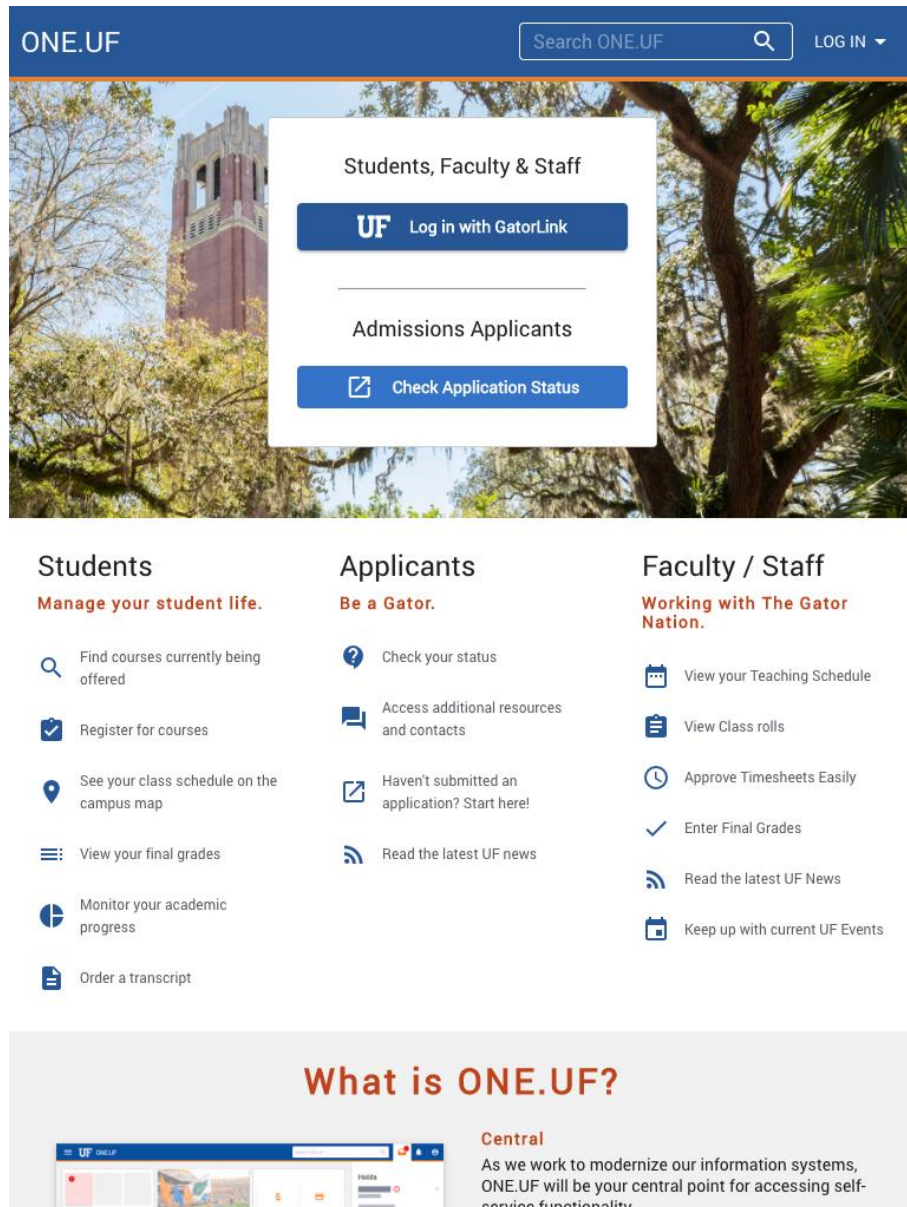
3. Click the Approve Timesheets Easily link.
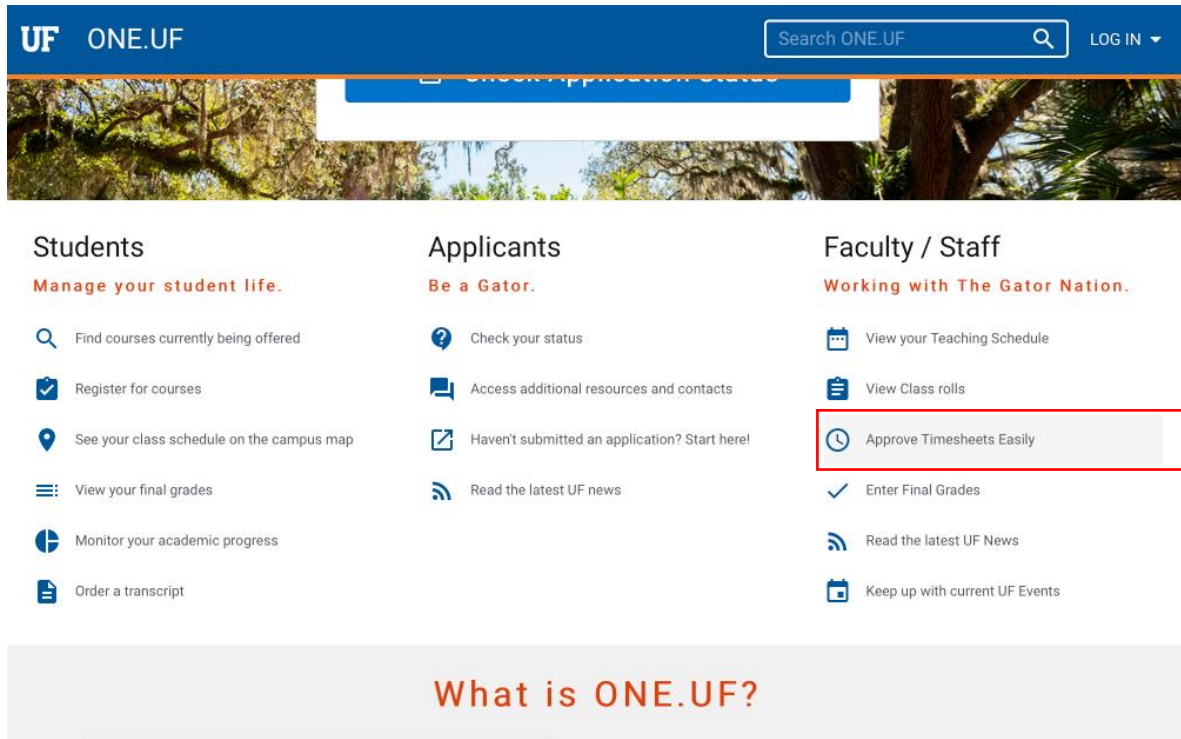
4. Log into the Time Approval application.

Approving Time

1. After logging in, either search for or expand the department that contains the employee(s) for which you wish to approve time.

NOTE: ONE.UF uses Time and Labor security from myUFL. Within the ONE.UF application, you will see all the Supervisor Groups(s) and DeptID(s) to which you have myUFL Time and Labor security. If you have set a Supervisor Group as your default in myUFL, you can find that default group in the "GROUPS" tab of the application, along with the other Supervisor Group(s) and DeptID(s) to which you have security.
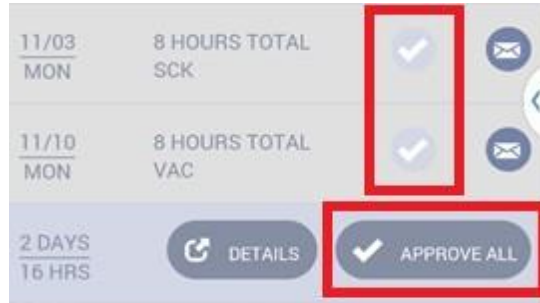
2. Select the employee to view time entries available for approval.
   NOTE: The time entry icon indicates the number of entries to be approved. (e.g., Walt Blottes has two entries to be approved.)
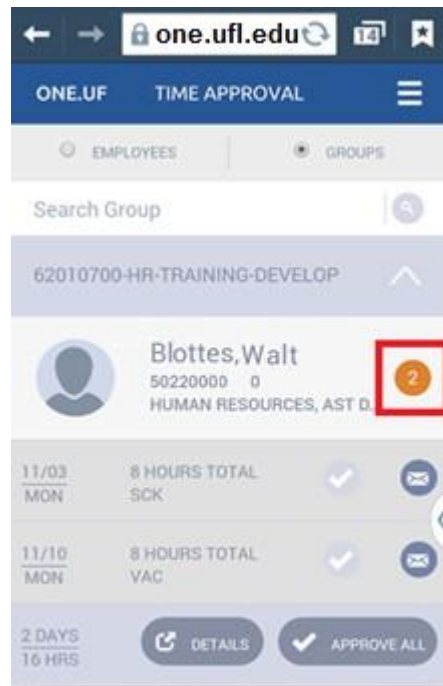
3. Review all time entries.

4. Click the checkmark next to each correct entry. Or if all entries are correct you can click the Approve All button.

5. Once all time awaiting approval has been approved the time entry indicator icon changes to 0.

6. Continue to access any other employee and approve entered time until all pending approvals are complete.

Searching for Employees

If you have numerous entries to approve or can't easily find the employee(s) you need to approve, you can search for the desired group or employees using any part of the name.

1. Once on the time approval screen, decide whether you wish to search for department groups or individual employees.

2. Enter the desired search criteria and select the employee or group if time entries are waiting for approval.

Contacting Employees

If you notice a problem with an employee's time entry, you can quickly notify them of the issue so they can make any necessary corrections before you approve.

1. Select the employee, if you have not already.
2. Click the email icon associated with the entry submission in question.

Your associated email program will open already addressed to the employee with the corresponding subject line.

3. Type a message advising the employee of the issue and requested course of action.
4. Send the message.
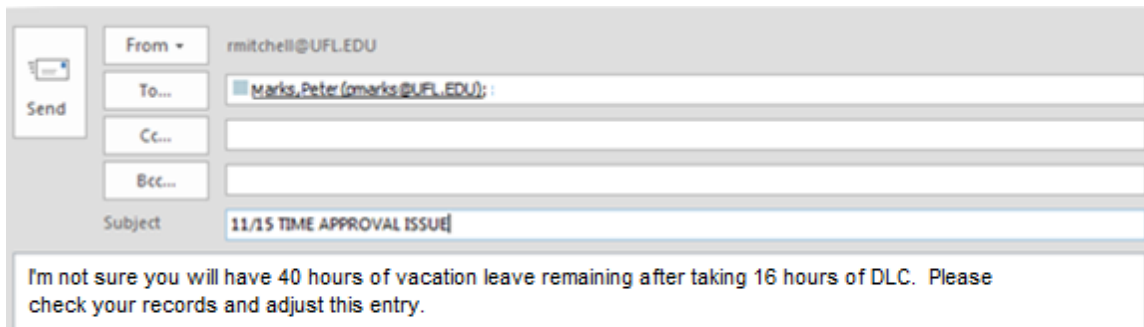
Details

You can also view payable time entry details for time entries awaiting approval or recently approved for an employee.

The Details screen allows you to see a history of time entries for each employee. The history corresponds to the same work week(s) in which there is time to be

approved. The Details screen also provides the total number of hours entered or schedule-loaded for the work week.
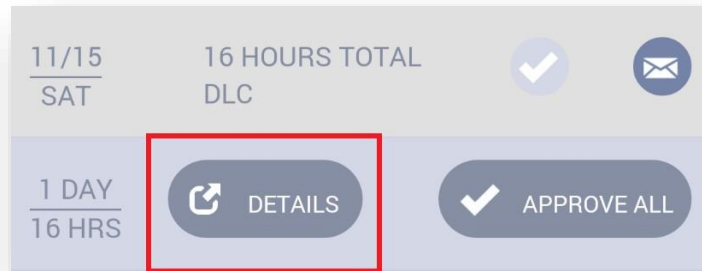
As a reminder:

- ONE.UF is available to all employees with the UF_TL_DEPT_APPROVER or UF_TL_DEPT_PROCESSOR security role.

- It may also be accessed at one.uf.edu

For additional Assistance

Technical Issues	**Policies and Directives**
The UF Computing Help Desk	Office of the University Registrar
352-392-HELP	352-392-1374
helpdesk.ufl.edu	registrar.ufl.edu

Additional Help

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.