

Approving Time & Leave

Best business practices at the University of Florida call for at least two employees to be involved in every transaction. Generally, one employee initiates the transaction and a second employee approves it. This increases the likelihood that errors will be identified and corrected in a timely basis and discourages intentional abuse or misuse of resources.

Department processors should never edit/amend an employee's time or leave and then also approve it. The employee should make needed changes that then can be approved by the department processor or approver. If an employee edit is not possible, the department processor can make the changes, but then have a supervisor/manager (someone with the UF_TL_DEPT_APPROVER role) make the final approvals.

Who Should Be the Time & Labor Approver?

Employees with supervisory responsibilities should be Time & Labor approvers. The employee should have knowledge of the university policies pertaining to time and leave. In addition, the employee must be available to approve time and leave in a timely fashion. A backup approver should be assigned or provided in situations when the primary approver is not available.

What Does "Approval" Really Mean?

Approving time is a significant responsibility. By approving an employee's time worked or leave taken, you are confirming the following:

- **You have reviewed the information**
- **You are satisfied that the information is complete and accurate**
- **You have had any questions pertaining to the transaction answered to your satisfaction**
- **You understand what you are approving**
- **You are accountable for the transaction and are willing to defend it**

As the approver, if you are not comfortable approving the transaction after getting all pertinent information, you should avoid approving and contact the employee to make corrections or bring it to the attention of your supervisor.

Tasks that should be completed prior to approving time or leave:

- ▶ Manage Exceptions (solve time and leave problems)

Best Practice

It's recommended that you approve Time and Leave on a daily basis. If that is not possible, time and leave should be approved at least once during the first pay period week and Tues-Fri of the second pay period week.

Managing Exceptions

1. Log in to myUFL
2. Navigate to **NavBar > Main Menu > Human Resources > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions**
3. Search for exceptions by supervisor group and work with employees to clean up data where required
4. Wait for system to refresh overnight (time administration process) to check again

Approving Time & Leave

1. Navigate to **NavBar > Main Menu > Human Resources > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time**
2. You have multiple options to search for an employee(s):
 - a. To look up a single employee:
 - i. Enter search criteria into the appropriate field (i.e., Empl ID or Last Name)
 - ii. Click the **Get Employees** button
 - b. To look up an entire dynamic or supervisor group (usually a department):
 - i. Click the **Time Reporter Group** lookup icon (magnifying glass)
 - ii. Select the desired supervisor or dynamic group (your security drives which groups you are able to view)
 - iii. Select the desired **Group ID**
 - iv. Click the **Get Employees** button
 - c. To view all employees from multiple dynamic groups (based on your security):
 - i. Leave all search values empty
 - ii. Click the **Get Employees** button
3. Select each employee name to view and verify submitted time and/or leave.
4. If correct, select each checkbox for the entry line you wish to approve
5. Click the **Approve** button
6. Click **Yes** to confirm the approval
7. Click **OK**.

When time is approved, the data will be removed from the Approve Payable Time page

Notes

- ▶ Consider approving daily, but approve at least once during the first week and Tues-Fri of the 2nd work week in each payroll cycle
- ▶ Time cannot be entered and approved by the same person
- ▶ Resolve all exceptions in a timely manner to assure accurate payroll for employees
- ▶ Review each record fully so that you do not approve time and leave that is incorrect
- ▶ Changes to time and leave can be entered by employees up to 30 days after the date; department processors can make changes up to 60 days after the date. Changes to the system automatically update pay and leave balances once payroll is confirmed.
- ▶ To save your search settings, click **Save Criteria**. The next time you visit Payable Time, your search settings will be retained.

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](#).