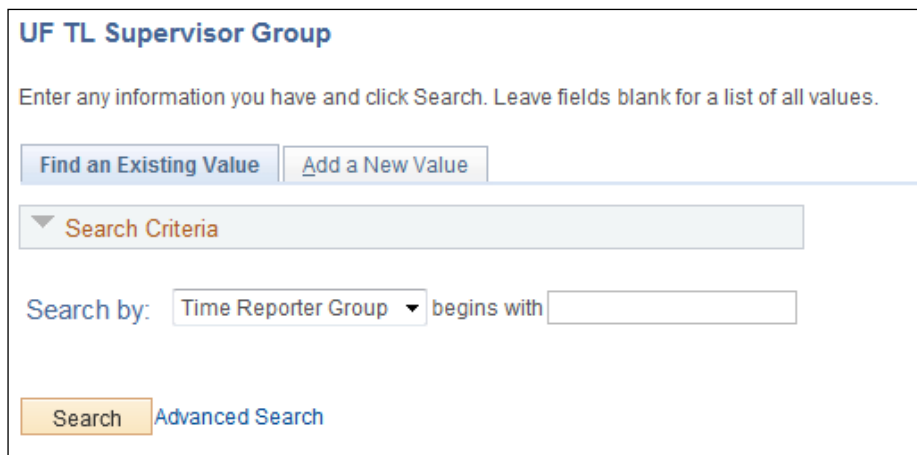


Creating Supervisor Groups in Time & Labor

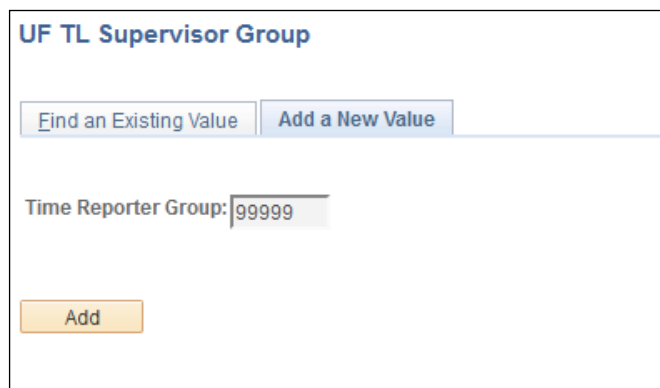
To save time during the time and leave approval process, approvers and payroll processors can create a Supervisor Group - a customized list of names from their dynamic groups. The new groups can be edited on an ongoing basis.

To create a Supervisor Group

1. Log in to myUFL using your GatorLink username and password
2. Navigate to **NavBar > Main Menu > Human Resources > Manager Self Service > Time Management > Maintain Supervisor Groups**
3. Click the **Add a New Value** tab



4. Click the **Add** button.



5. Type a description for your group in the **Description** field

6. Click the **lookup icon** to add employees to your group, adding rows as necessary. You will only see employees that are part of your assigned dynamic group(s).

Supervisor Group

Time Reporter Group: 99999 *Description:

Owner ID: 10280000 Owner Name: Samuels,Forrest S

Personalize Find						First	1-2 of 2	Last
	*Empl ID	Empl Record	Name	Department	Description			
1	<input type="text" value="41830000"/>	<input type="text" value="0"/>	Exempt,Xena	62010300	HR-EMPLOYMENT			
2	<input type="text" value="21220000"/>	<input type="text" value="0"/>	Rose,Ada	14200700	IT-AT VIDEO COLLABORATIVE SVCS			

7. Click **Save**. The new list is assigned a 5-digit number and will be part of your assigned groups when you access **Payable Time**. You should make a note of this 5 digit number

Supervisor Group

Time Reporter Group: 02675 *Description:

Owner ID: 10280000 Owner Name: Samuels,Forrest S

Note:

If one of your employees has multiple jobs on campus, you may receive an error when adding them to your supervisor group. If so, use the lookup tool to select the employee record associated with your department, since you only have security to approve time for the departments assigned to you.

Employees on extended leave of absence or terminated from the university cannot be added to the list or remain on the list. Error messages will provide an indication if any employee in your group is on leave or has terminated. Please update your supervisor groups as your position changes. If you have new direct reports, add them to your list. If you transfer, please remove the employees from your old department. Supervisor groups cannot be shared; only the owner of the group can create and access the group.

Additional Help

Payroll and Tax Services 352-392-1231
timelaborhelp@admin.ufl.edu
<http://www.fu.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](#).