UF | Training & Organizational Development
Human Resources
UNIVERSITY *of* FLORIDA

Entering & Adjusting Time & Leave: Exempt TEAMS & 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**. 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 exempt employees (TEAMS & Faculty) in Timesheet
✓ (Department Processors) Making adjustments in time and labor for exempt employees (TEAMS & Faculty)

Do not use this instruction guide for

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

ENTERING LEAVE IN TIMESHEET

Use Timesheet to enter leave hours.

1. Log in to myUFL using your GatorLink username and password
2. Navigate to **NavBar > Main Menu > 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 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. The total hours cannot exceed 8 hours per day
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 40 hours (for 1.0 FTE employees)

All time and leave entered 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 **NavBar > Main Menu > 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 FTEemployees)

   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.