Entering & Adjusting Time: Exempt USPS

Full-time exempt USPS employees who are required to work more than 40 hours in a workweek are eligible to earn regular compensatory leave on an hour-for-hour basis. Part-time exempt UPSP employees who are required to work more than 40 hours in a workweek are eligible to earn regular compensatory leave on an hour-for-hour basis.

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 hours in excess of your 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 exempt USPS employees in Timesheet

Do not use this instruction guide for

X Entering and adjusting time for non-exempt employees
X Entering and adjusting time for exempt TEAMS and Faculty

ENTERING TIME AND LEAVE IN TIMESHEET

Use Timesheet to enter leave hours or hours in excess of your FTE.

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 (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. On the first row, click the drop down menu and select the relevant TRC for time worked (i.e.,**105-Regular USPS (S)**)
   Note: You will only see the default schedule if you are entering data into the current or previous pay period. For future pay periods, please add the data into the blank line that displays.
5. Delete any work hours on days that leave is used
6. Click the **Add a New Row** icon and enter leave on the days taken
7. From the 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. Click **Add a New Row** and continue to add other leave as relevant using the appropriate TRC
9. Click **Submit**

10. Review the confirmation screen and click **OK**

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

ENTERING REGULAR COMPENSATORY LEAVE

Only exempt USPS employees earn straight hour-for-hour regular compensatory leave.

1. Navigate to **Nav Bar > Main Menu > My Self Service > Time Reporting > Report Time > Timesheet**
2. Confirm the correct 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. Delete any work hours on days that leave is used.
4. From the Time Reporting Code drop down menu, select **105-Regular-USPS(S)**
5. Click the **Add a New Row** icon to input regular compensatory leave
6. From the drop down menu select **210-Regular Compensation Used**
7. Enter number of hours being used
8. Click **Submit**
9. Review the confirmation screen and click **OK**
   All time and leave entered will be sent to the approval process

MAKING ADJUSTMENTS TO TIME & LEAVE

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

1. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet**
2. Confirm the correct 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, type in the correct amount of hours in an existing line or add/delete lines by using the **Add a New Row** or **Delete Row** icon
4. Click **Submit**
5. Review the confirmation screen and click **OK.** 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 has passed, check with your supervisor for the correct procedure.

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