

## Entering & Adjusting Time and Leave: Non-Exempt TEAMS & USPS

This instruction guide describes the process for entering time and leave, and the process for making adjustments to time and leave in order to correct overpayments and underpayments.

### Use this instruction guide for

- ✓ (Full-time employees) Entering and adjusting time and leave for non-exempt employees (TEAMS & USPS) using Timesheet or Web Clock
- ✓ (Part-Time Employees) Entering compensatory leave
- ✓ (Payroll Processors) Making adjustments in time and labor for non-exempt employees (TEAMS & USPS)

### Do not use this instruction guide for

- X** Entering and adjusting time for exempt employees (including faculty)

## CREATING A FAVORITE

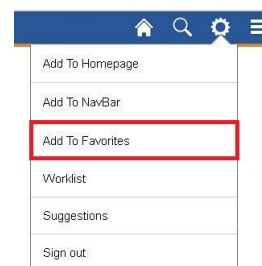
To quickly access Timesheet or Webclock in myUFL you can use a Favorite. A Favorite is a "short cut" to a desired area in myUFL that allows you to bypass the standard navigation path.

### Creation

1. Log in to myUFL using your Gatorlink username and password
2. Navigate to **NavBar > Main Menu > My Self Service > Time Reporting**



4. Click the **gear icon** on the top navigation panel.
5. Click **Add to Favorites**.
6. Type a name for the Favorite and then click **OK**.




To access Report Time using the favorite, just click **My Favorites** from NavBar and then select **Report Time**.

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## ENTERING TIME USING TIMESHEET

This feature is for non-exempt employees whose departments have chosen Timesheet as the method for reporting time worked by the UF workweek (Friday to Thursday). You should use a Timesheet to make any adjustments but note changes can only be made within 30 days. Any adjustments required after that date should be referred to your Supervisor.

### Navigation

1. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet** or use a **Favorite** if created
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. Enter time in the appropriate **In** and **Out** columns. Enter **AM** or **PM** and ensure you have the correct punch type.
4. Click the **Submit** button.
5. Click the **OK** button.

**Warning Message:** If you enter 2 **IN** punches together or 2 **OUT** punches together, a warning message will be displayed and you cannot save the data. If you receive this message, click OK and return to the page and check your entries.

All time entered will be sent to the approval process.

### Notes

- ▶ Each day will typically have four punches, two IN and two OUT. This includes your arrival and departure time as well as two punches for your lunch break (Select **IN** or **OUT** only)
- ▶ **Submit** your entries when finished
- ▶ A **Submit Confirmation** page will be displayed to confirm your entry, click **OK**.
- ▶ Non-exempt employees should enter their time worked, even when it exceeds 8 hours in a day and 40 hours in a workweek. The system will automatically calculate whether the employee should earn overtime pay or overtime compensatory leave after working more than 40 hours in a workweek
- ▶ To make changes to your time, navigate as above. Enter the desired week in the **Date** box and click **Refresh Timesheet** button or click **Previous Week** until you arrive at the correct workweek. Adjust the **In** and **Out** times to reflect correct number of hours. Click **Submit** (Submit Confirmation page will appear). Click **OK**. Corrections can only be made within 30 days, after that check with your Supervisor for procedure. Your approver will be notified of all changes.

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## Best Practices

- ▶ Record your time every day
- ▶ Rest breaks are paid-time and are not recorded in the system
- ▶ To delete a time entry, click the **Delete row** icon

## ENTERING TIME USING WEB CLOCK

This feature is for non-exempt employees whose departments have chosen Web Clock as the method for reporting time. This feature reports time worked by the UF workweek (Friday to Thursday).

1. Navigate to **Nav Bar > Main Menu > My Self Service > Time Reporting > Report Time > Web Clock** or use Favorite if created
2. Click the **Punch Type** drop down menu and select the appropriate punch
3. Click the **Enter Punch** button.
4. Review the confirmation screen and click **OK**

### Note

Be sure to check with your supervisor to confirm that you are using Web Clock in your department.

## Best Practices

- ▶ Use Web Clock every time you begin and end work
- ▶ If you miss a punch in the Web Clock, please use **Timesheet** to make corrections or see your supervisor or Payroll Processor for assistance (see above for instructions)

## ENTERING TIME USING ELAPSED TIMESHEET

Non-exempt TEAMS & USPS employees must use Elapsed Timesheet to enter leave hours.

1. Navigate to **NavBar > Main Menu > My Self Service > Time Reporting > Report Time > Timesheet** or use Favorite if created
2. Confirm the correct workweek is displayed on the page (first Friday of the current UF pay period will be the default date displayed). If not, refresh the date by entering the correct date and clicking on the **Refresh Timesheet** button or use **Previous/Next Week** links to move to the correct workweek
3. Click the **Elapsed Timesheet** link

**Note:** If you have already entered leave previously, you may enter additional leave in the Time Reporting Code and Quantity fields.

4. Enter the leave hours. Remember that total hours cannot exceed 8 hours per day
5. Click the **Time Reporting Code** drop down menu and choose the appropriate TRC code (i.e., 185-Vacation Used – VAC, 195-Sick Leave Used – SCK)
6. If you wish to add additional leave, click **Add a New Row** icon.
7. Add other types of leave as needed using the appropriate TRC
8. Click **Submit**
9. Review the confirmation screen and click **OK**
10. To return to the time entry timesheet, click the **Punch Timesheet** link.
11. Confirm correct entered leave appears in the Time Reporting Code and Quantity fields that appear in the Timesheet.

Figure 1 below shows sick leave and regular time entered via the Elapsed Timesheet. Check that the weekly hours do not exceed 40.

**Fig.1**

## PART-TIME EMPLOYEES & COMPENSATORY LEAVE

Part-time non-exempt employees use Timesheet to accrue special compensatory leave.

**Example 1:** The following example is for a 0.75 FTE **non-exempt** employee who physically worked 38 hours (rather than his or her normal 30 hours) who also is entitled to a 6-hour holiday benefit. The employee will be paid for the full 38 hours worked (as entered into Timesheet or Web Clock). To receive the special compensatory leave, the holiday benefit is not entered but is instead reflected as **Special Comp Earned (SCE)** as shown below.

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 03/06/2015 Punch Timesheet

Scheduled Hours 40.00 Reported Hours 6.00

From Friday 03/06/2015 to Thursday 03/12/2015

Fri 3/6	Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Total	Time Reporting Code
						6.00	6.00	Special Comp Earned - SCE

Submit

**Example 2:** The following example is for a 0.75 FTE **non-exempt** employee who physically worked 28 hours (rather than his or her normal 30 hours) and also is entitled to a 6-hour holiday benefit. This is a more complicated scenario. To calculate the special compensatory leave, we add the 28 hours of work to the holiday benefit for a total of 34 hours. We need to compensate the employee for the total amount. The employee will be **paid** for the first 30 hours (based on his or her FTE). The four hours over his or her FTE will be compensated via **Special Comp Earned (SCE)**.

The employee should enter the 28 hours of work via timesheet or web clock and enter the holiday benefit and special comp as follows via the elapsed timesheet:

\*View By Week Previous Week Next Week

\*Date 02/20/2015 Punch Timesheet

Scheduled Hours 0.00 Reported Hours 6.00

Punch Time has been reported for this date range. Use the "Punch Timesheet" link to view the time.

From Friday 02/20/2015 to Thursday 02/26/2015

Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Total	Time Reporting Code
			4.00				4.00	Holiday - HOL
			2.00				2.00	Special Comp Earned - SCE

Submit

**Notes:**

- ▶ Please note that overtime pay or overtime compensatory leave will automatically generate based on hours over 40 that are worked and reported.

**APPROVER INSTRUCTIONS: APPROVING ADJUSTMENTS**

Supervisors/Approvers will see a line with negative hours for any day in which a change has been made in addition to a new line reflecting the updated entry. Both lines should be reviewed and approved, if accurate

**Common Adjustments**

**Overpayments**

- ▶ Overpayments may result from employees' entering leave in Elapsed Timesheet or in the Time Reporting Codes and Quantity columns of the main Timesheet page (if leave has already been entered previously) and not adjusting work hours (i.e., sick leave entered but regular time not adjusted).
- ▶ To correct the error, adjust/add the hours and/or lines that are not correct. For example, if regular hours worked were reported incorrectly while the employee was out on sick leave, simply adjust the hours worked

- ▶ After time administration runs overnight, the supervisor will see a new line with a negative balance reflecting the deleted time and a new line reflecting the corrected time and/or leave

## Underpayments

- ▶ Underpayments may result from employees who have not entered enough time in the system
- ▶ To correct the error, go to Timesheet and adjust the hours needed to reflect time worked

## ***Additional Help***

Payroll and Tax Services      352-392-1231  
[timelaborhelp@admin.ufl.edu](mailto:timelaborhelp@admin.ufl.edu)  
<http://www.fa.ufl.edu/departments/payroll-tax-services/>

HRS Benefits:                      352-392-2477  
[central-leave@ufl.edu](mailto:central-leave@ufl.edu) – for leave inquiries  
<http://hr.ufl.edu/benefits/leave/>

Additional Resources are available at the [Time and Labor Toolkit](#).