

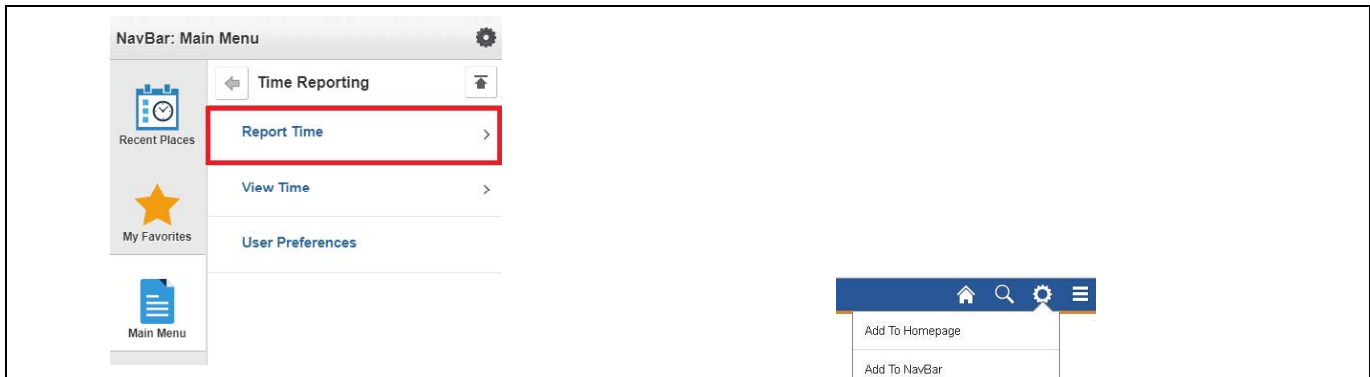
Entering Time: Non-Exempt Temporary Employees (OPS)

This instruction guide is for temporary non-exempt UF employees (OPS) whose departments have chosen Timesheet as the method for reporting time. This feature reports time-worked by the workweek.

CREATING A FAVORITE

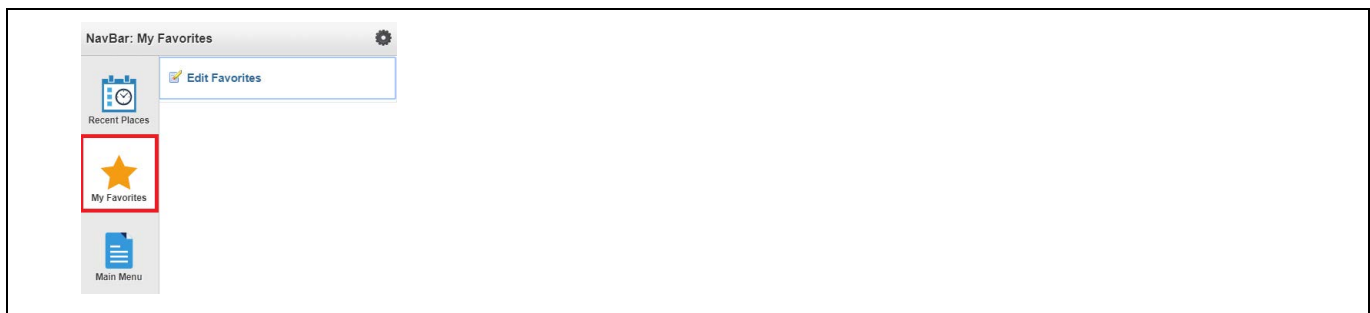
To quickly access Timesheet in myUFL, you can use a Favorite. A Favorite is a "short cut" to a desired area in myUFL that allows you to bypass the standard navigation path.

1. Log in to myUFL using your Gatorlink username and password
2. Navigate to **NavBar > Main Menu > My Self Service > Time Reporting**
3. Click the gear icon on the top navigation panel.




4. Click **Add to Favorites**.
5. Type a name for the Favorite and then click **OK**.

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



ENTERING TIME

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. 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. If you do not enter a label with your time entry, the columns will default to AM.
 4. Click the **Submit** button
 5. Click the **OK** button
 6. If you have more time to enter, click the **Add a Row** icon and enter as necessary
- Warning Message:** If you enter two **IN** punches together or two **OUT** punches together, a warning message will be displayed and you cannot save the data. If you receive this message, 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
- ▶ **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 an employee's overtime pay after working more than 40 hours in a workweek

Best Practices

- ▶ Record your time every day
- ▶ Breaks are paid-time and are not recorded in the system
- ▶ To delete a time entry, click the **Delete row** icon
- ▶ Overtime must be approved by your supervisor in advance

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](#)