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 My Self Service > Time Reporting
3. Click the yellow folder to the left of the Report Time menu option
4. Select Favorites from the Menu bar
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 Favorites from Menu bar and then select Report Time.
ENTERING TIME

1. Navigate to 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