Reporting Time & Leave for Department Processors

Best business practices at the University of Florida call for at least two employees to be involved in every transaction. Generally, one employee initiates the transaction and a second employee approves it. This increases the likelihood that errors will be identified and corrected in a timely basis and discourages intentional abuse or misuse of resources.

Department processors should never edit/amend an employee's time or leave and then also approve it. The employee should make needed changes that then can be approved by the department processor or approver. If an employee enter/edit is not possible, the department processor can enter the time/make the changes, but then have a supervisor/manager (someone with the UF_TL_DEPT_APPROVER role) make the final approvals.

Tasks that should be completed prior to approving time or leave:
▶ Manage Exceptions (solve time and leave problems)

Reporting Time & Leave
1. Log on to myUFL using your GatorLink username and password
2. Navigate to **Human Resources > Manager Self Service > Time Management > Report Time > Timesheet**
3. You have multiple options
    a. To look up a single employee:
        i. Enter a relevant search value into the appropriate field (i.e., Empl ID or Last Name)
        ii. Click **Get Employees** button

    b. To look up an entire dynamic or supervisor group (usually a department):
        i. Click on the lookup (magnifying glass) by the **Time Reporter Group** field
        ii. Choose the desired supervisor or dynamic group (your security drives which groups you are able to view)
        iii. Select the desired **Group ID**
        iv. Click the **Get Employees** button

    c. To view all your employees from multiple dynamic groups (based on your security):
        i. Leave all search values empty
        ii. Click the **Get Employees** button

4. Select each employee name to input time and/or leave.
5. Click the **Submit** button.
6. Click **OK**.

Notes
▶ Time cannot be entered and approved by the same person
▶ Resolve all exceptions in a timely manner to assure accurate payroll for employees
▶ Changes to time and leave can be entered by employees up to 30 days after the date; department processors can make changes up to 60 days after the date. Changes to the system automatically update pay and leave balances once payroll is confirmed.
▶ To save Timesheet as a Favorite: from the Timesheet page, click on the Favorites drop down box from the Menu, click Add to Favorites, enter or accept the name of the Favorite in the text box and then

click OK.

▶ You can now access a reporting Timesheet right after signing into myUFL by using the Favorites drop down box.

Additional Help

Payroll and Tax Services   352-392-1231
payrollhelp@admin.ufl.edu
http://www.fa.ufl.edu/departments/payroll-tax-services/

Leave Administration: 352-392-2477
central-leave@ufl.edu
http://hr.ufl.edu/leave/default.asp

Further resources are available at http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp