UF | Office of Human Resource Services
Training and Organizational Development
UNIVERSITY of FLORIDA

View Payable Time Summary & Detail

All employees can view their payable time summary (i.e., hours worked and any leave taken during a pay period).

Use this instruction guide for

✓ Viewing your payable time summary and detail

Special Note: Any changes you make to your time/leave reported will not show in Payable Time Summary and Detail until they are approved.

1. Log in to myUFL (http://my.ufl.edu) using your GatorLink username and password
2. Navigate to **NavBar > Main Menu > My Self Service > Time Reporting > View Time > Payable Time Summary**
3. Enter a **Start Date** (MM/DD/YY) for the week you want to view and then click the **Refresh** icon. You can also use the **Previous Week** or **Next Week** links
4. Payable Time Summary displays the hours worked and any leave entered. To view more information, click the **Detail Page** link

Payable Time Summary
Xena Exempt   Employee ID 92340000
HUMAN RESOURCES, CRD 3   Employment Record 0

Start Date 10/17/2014   ↻   Previous Week   Next Week
End Date 10/23/2014

Payable Time From 10/17/2014 To 10/23/2014 ⓘ

Time Reporting Code	Description	Total Quantity	Type	Fri 10/17	Sat 10/18	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23
HOL	Holiday	8.00	Hours	8.00						
TMS	115-Regular TEAMS (S)	32.00	Hours				8.00	8.00	8.00	8.00

Detail Page

5. The Payable Time Detail page shows the Payable Status of the time reported:
   o Needs Approval = Time reported is awaiting approval
   o Approved = Ready for Payroll. Time approved and is awaiting the load to the preliminary paycheck
   o Taken by Payroll = Time has been placed on a preliminary paycheck
   o Paid = Payment already made
   o Estimated = Shows hours estimated (for ex*empt employees only)* that is awaiting the load to the preliminary paycheck

Payable Time Detail

Xena Exempt
HUMAN RESOURCES, CRD 3

Employee ID 92340000
Empl Record 0

Start Date 10/13/2014
End Date 10/19/2014

Previous Week   Next Week

▶ Payable Status Filter

Payable Time From 10/13/2014 To 10/19/2014 ?

| Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval |

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
10/13/2014	Taken by Payroll		TMS	8.00	Hours	
10/14/2014	Taken by Payroll		TMS	8.00	Hours	
10/15/2014	Taken by Payroll		TMS	8.00	Hours	
10/16/2014	Taken by Payroll		TMS	8.00	Hours	
10/17/2014	Taken by Payroll		HOL	8.00	Hours	

Summary Page

Pending Exceptions

Total Quantity
Total Amount

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