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

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Description</th>
<th>Total Quantity</th>
<th>Type</th>
<th>Fri 10/17</th>
<th>Sat 10/18</th>
<th>Sun 10/19</th>
<th>Mon 10/20</th>
<th>Tue 10/21</th>
<th>Wed 10/22</th>
<th>Thu 10/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL</td>
<td>Holiday</td>
<td>8.00 Hours</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NGU</td>
<td>115-Reg Teams</td>
<td>32.00 Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Xena Exempt**

**HUMAN RESOURCES CRD 3**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>TRC Type</th>
<th>Estimated Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2014</td>
<td>Taken by Payroll</td>
<td>TMS</td>
<td>8.00 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/2014</td>
<td>Taken by Payroll</td>
<td>TMS</td>
<td>8.00 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/2014</td>
<td>Taken by Payroll</td>
<td>TMS</td>
<td>8.00 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/16/2014</td>
<td>Taken by Payroll</td>
<td>TMS</td>
<td>8.00 Hours</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10/17/2014</td>
<td>Taken by Payroll</td>
<td>HCL</td>
<td>8.00 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### 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/](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/](http://hr.ufl.edu/benefits/leave/)

Additional resources are available at the [Time and Labor toolkit](http://hr.ufl.edu/benefits/leave/).