UF Human Resources UNIVERSITY of FLORIDA

ADDING FAVORITES

You can add favorites in myUFL to quickly navigate to pages you visit frequently. After you've added a favorite, returning to that page is as simple as clicking the **Menu** icon, clicking **My Favorites**, and then selecting the desired page.

- Navigate to the page you'd like to save as a favorite. For example, to navigate to Timesheet, click the Menu icon and then click Main Menu. Next, use the menu to access: My Self Service > Time Reporting > Report Time > Timesheet.
- 2. Click the Gear icon and then click Add to Favorites.
- 3. Click OK.
- 4. Click **OK** again. The favorite is added.

Т	imesheet	sheet			🏫 🤇 👰 🗏					
					Add To Homepage					
	Employee ID 61658950 Empl Record 0				Add To NavBar					
Earliest Change Date 11/10/2017 ual daily hours but represent the weekly (Friday – Thursday) to					Add To Favorites					
i.				Work	list					
		Previous Wee	k Next V	Sugg	estions					
irs 40.00			Punch	Timeshee	et					
Mon 11/27	Tue 11/28	Wed 11/29		Thu 11/30	Total	Time Repo	ting Code			
8.00	8.00	8.00		8.00	40.00					

Figure 1: Add to Favorites

FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu