

Creating Supervisor Groups in Time & Labor

To save time during the time and leave approval process, approvers and payroll processors can create a Supervisor Group - a customized list of names from their dynamic groups. The new groups can be edited on an ongoing basis.

TO CREATE A SUPERVISOR

1. Log in to myUFL using your GatorLink username and password
2. Navigate to **NavBar > Main Menu > Human Resources > Manager Self Service > TimeManagement > Maintain Supervisor Groups**
3. Click the **Add a New Value** tab

UF TL Supervisor Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: begins with

[Advanced Search](#)

4. Click the **Add** button

UF TL Supervisor Group

Time Reporter Group:

5. Type a description for your group in the **Description** field

- Click the **lookup icon** to add employees to your group, adding rows as necessary. You will only see employees that are part of your assigned dynamic group(s).

Supervisor Group

Time Reporter Group: 99999 *Description:

Owner ID: 10280000 Owner Name: Samuels,Forrest S

Personalize Find						First	1-2 of 2	Last
	*Empl ID	Empl Record	Name	Department	Description			
1	<input type="text" value="41830000"/>	<input type="text" value="0"/>	Exempt,Xena	62010300	HR-EMPLOYMENT			
2	<input type="text" value="21220000"/>	<input type="text" value="0"/>	Rose,Ada	14200700	IT-AT VIDEO COLLABORATIVE SVCS			

- Click **Save**. The new list is assigned a 5-digit number and will be part of your assigned groups when you access **Payable Time**. You should make a note of this 5-digit number.

Supervisor Group

Time Reporter Group: 02675 *Description:

Owner ID: 10280000 Owner Name: Samuels,Forrest S

Note:

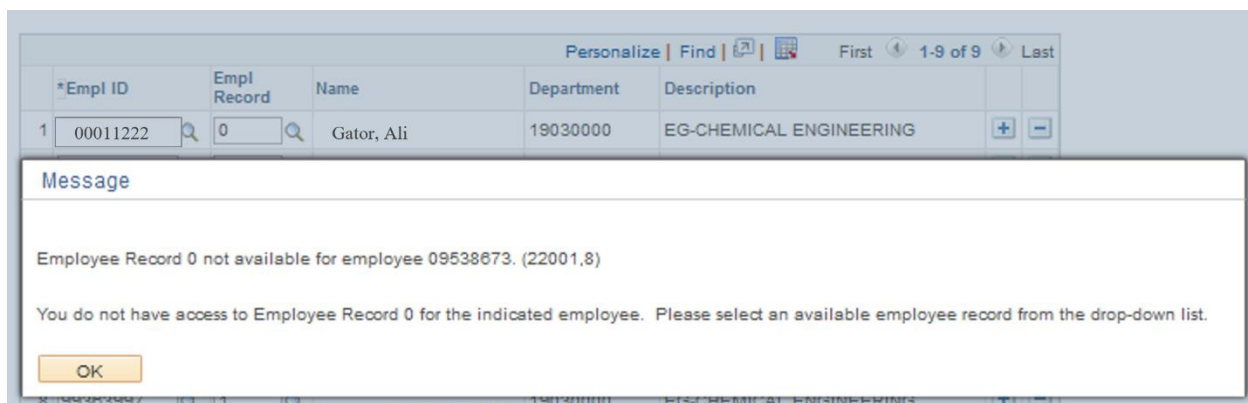
If one of your employees has multiple jobs on campus, you may receive an error when adding them to your supervisor group. If so, use the lookup tool to select the employee record associated with your department, since you only have security to approve time for the departments assigned to you.

Employees on extended leave of absence or terminated from the university cannot be added to the list or remain on the list. Error messages will provide an indication if any employee in your group is on leave or has terminated. Please update your supervisor groups as your position changes. If you have new direct reports, add them to your list. If you transfer, please remove the employees from your old department. Supervisor groups cannot be shared; only the owner of the group can create and access the group.

TROUBLESHOOTING ADDING A NEW EMPLOYEE TO MY SUPERVISOR GROUP

This issue is usually caused by one of two things.

1. The person attempting to maintain the group does not have department authority over the employee they are trying to search for. This is why Payroll Services encourages the groups to be maintained by the department DSA.
 - The ARS navigation below will show what departments or supervisor groups the approver/processor has access to.
 - **Main menu > Access Request System > Requests > Time and Labor Security**
2. Or there are existing members of the group that have since terminated and need to be removed from the group for the group updates to be saved. See example of the error the system will generate when there is a terminated employee in a group the user is trying to save. The error will contain the terminated employees UFID and that row just needs to be removed from the group in order to save your updates.



FOR ADDITIONAL ASSISTANCE

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](#)