Entering & Adjusting Time: Exempt USPS

Full-time exempt USPS employees who are required to work more than 40 hours in a workweek are eligible to earn regular compensatory leave on an hour-for-hour basis. Part-time exempt USPS employees who are required to work more than 40 hours in a workweek are eligible to earn regular compensatory leave on an hour-for-hour basis.

Time entry is automatically populated for exempt salary plans. **Therefore, there is no requirement to alter weekly hours unless you need to report leave or hours in excess of your FTE.** This instruction guide gives the process for adjusting time and entering leave, and the process for any adjustments to time and leave to correct overpayments and underpayments.

Use this instruction guide for

✓ (Employees) Entering and adjusting time and leave for exempt USPS employees in Timesheet

Do not use this instruction guide for

X Entering and adjusting time for non-exempt employees
X Entering and adjusting time for exempt TEAMS and Faculty

ENTERING TIME AND LEAVE IN TIMESHEET

Use Timesheet to enter leave hours or hours in excess of your FTE.

1. Log in to myUFL using your GatorLink username and password
2. Navigate to NavBar > Main Menu > My Self Service > Time Reporting > Report Time > Timesheet
3. Confirm the correct workweek is displayed (first Friday of the current UF pay period will be the default date displayed). To change the workweek, click Previous Week or Next Week or type in the correct workweek in the Date field and click the Refresh Timesheet icon
4. On the first row, click the drop down menu and select the relevant TRC for time worked (i.e., 105-Regular USPS (S))
   **Note:** You will only see the default schedule if you are entering data into the current or previous pay period. For future pay periods, please add the data into the blank line that displays.
5. Delete any work hours on days that leave is used
6. Click the Add a New Row icon and enter leave on the days taken
7. From the drop down menu, select the relevant TRC (i.e., for vacation select 185-Vacation Used - VAC, for sick use 195-Sick Leave Used – SCK)
8. Click Add a New Row and continue to add other leave as relevant using the appropriate TRC
9. Click Submit
10. Review the confirmation screen and click OK

   All time and leave entered will be sent to the approval process
ENTERING REGULAR COMPENSATORY LEAVE
Only exempt USPS employees earn straight hour-for-hour regular compensatory leave.

1. Navigate to Nav Bar > Main Menu > My Self Service > Time Reporting > Report Time > Timesheet
2. Confirm the correct workweek is displayed on the page (first Friday of the current UF pay period will be the default date displayed). To change the workweek, click Previous Week or Next Week or type in the correct workweek in the Date field and click the Refresh Timesheet icon
3. Delete any work hours on days that leave is used.
4. From the Time Reporting Code drop down menu, select 105-Regular-USPS(S)
5. Click the Add a New Row icon to input regular compensatory leave
6. From the drop down menu select 210-Regular Compensation Used
7. Enter number of hours being used
8. Click Submit
9. Review the confirmation screen and click OK
   All time and leave entered will be sent to the approval process

MAKING ADJUSTMENTS TO TIME & LEAVE
Use Timesheet to correct errors (i.e., overpayments and underpayments)

1. Navigate to My Self Service > Time Reporting > Report Time > Timesheet
2. Confirm the correct workweek is displayed on the page (first Friday of the current UF pay period will be the default date displayed). To change the workweek, click Previous Week or Next Week or type in the correct workweek in the Date field and click the Refresh Timesheet icon
3. To make a change, type in the correct amount of hours in an existing line or add/delete lines by using the Add a New Row or Delete Row icon
4. Click Submit
5. Review the confirmation screen and click OK. All time and leave entered will be sent to the approval process.

Notes
▶ You only have 30 days to make a correction. If more than 30 days has passed, check with your supervisor for the correct procedure.

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