Time & Labor: Tools and Reports

There are several tools available for reviewing both individual and group reports within Time & Labor. These reports can be used to avoid underpayments and overpayments through viewing time and leave before approval.

Use this instruction guide for

Do not use this instruction guide for

- **X** Managing exceptions (see instruction guide for Managing Exceptions in Time & Labor)

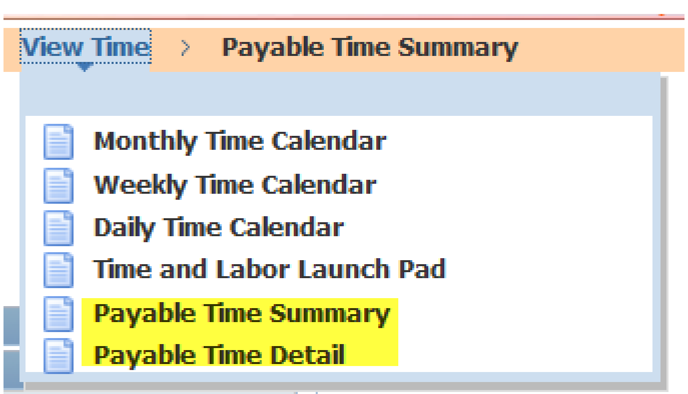
Navigation

- For all tools and reports log in to myUFL using your GatorLink username and password

Payable Time Summary and Detail

Use this tool to confirm time and leave for an employee.

1. Click **Manager Self Service**
2. Click **Time Management**
3. Click **View Time**
   Note: you can access Payable Time Detail right below the Payable Time Summary link



4. Search for the desired employees by inputting the appropriate values in the search fields.
   Note: If you have created a Supervisor Group, you can enter the Time Reporter Group number to access your employees
5. Click the **Get Employees** button

6. Select the name of each employee to view the payable time
   Note: Note the Start Date and adjust the weeks as needed by entering the desired workweek in the Start Date field and clicking the **Refresh** button
7. Review the data provided in the Payable Time Summary page

If you wish to view the details of this employee

8. Click the **Detail Page** link at the bottom of the page
9. Review the data provided in the Payable Time Detail page

Reported Time Audit

Use this tool to view when time was entered in myUFL and who entered the time.

1. Navigate to Time and Labor > View Time > Reported Time Audit
2. Click in the **EmplID** field
3. Enter the employee ID into the **EmplID** field
4. Click the **Search** button
5. Select the desired employee
6. Click the **Start Date** icon
7. Select the desired date
8. Click the **End Date** icon
9. Select the desired date
10. Click the **Get Rows** button
11. Click the **History** link for the entry of interest
12. Note the data in "Audit Date and Time Stamp
13. Note the "User ID." This is the UFID of the person who entered the punch.
    Click the **Return** button when finished to review other entries for the same employee.
14. Click the **Return to Search** button to review other employees

Weekly Time Calendar

Use this tool to view weekly time and leave for a department.

1. Navigate to **Manager Self Service > Time Management > View Time > Weekly Time Calendar**
2. Enter the employee ID into the **EmplID** field
3. Choose the desired date in the **Week of** field
4. When you have selected your options, click the **Refresh View** button
5. Note all the data listed with colors to show Exceptions, Default Reported/Payable Time, Workday and Off Day. The color key can be found below the Weekly Time Calendar
6. Click the **Time Management** link when you have viewed the calendar

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Monthly Time Calendar

Use this tool to view monthly time and leave for a department.

1. Navigate to **Manager Self Service > Time Management > View Time > Monthly Time Calendar**
   Note: Screen shows Reported Hours checked as default. Change to Payable Hours if required
2. Enter the employee ID into the **EmplID** field or the Department ID into the **Department** field
3. Choose the desire month and year from the **Month** and **Year** fields
4. Click the **Refresh View** button
5. Note the time listed for each employee. To view in more detail, click on one of the daily links
6. To return to monthly view after viewing daily details, click the **Return to Calendar** link
7. Click the **Time Management** link when finished

Time and Labor Launch Pad

The Launch Pad allows you to view an entire month of data for a single employee.

1. Navigate to **Manager Self Service > Time Management > View Time > Time and Labor Launch Pad**
2. Enter the employee ID into the **Empl ID** field
3. Click the **Get Employees** button
4. Select the row for the desired Employment Record from the search results
5. Click the **Month drop down** list to enter the desired month or use the **Previous** or **Next Month** links
6. If you wish to view more than reported hours (default), select the option you require from the **Reported Hours** drop down window

   Options include: **Forecasted Payable Hours, Number of Exceptions, Payable Hours, Reported Hours and Scheduled Hours**

7. Click the **View** button
8. Note the data listed in each day. For more detail, click on the **day link**
9. When data has been reviewed, click the **Return to Calendar** link
10. You can access the other data by clicking **Previous Month or Next Month or Forecast Payable Time.** A Legend of Terms shows at the end of the screen
11. Click the **Time Management** link when finished

Timecard Report

Use this report for reviewing time and leave for an individual or department.

1. Navigate to **Time and Labor > Reports > TimeCard**
2. Click the **Add a New Value** tab
3. Click in the **Run Control ID** field and enter a desired name (i.e., timecardreport).
   Note: After you create a new report you can use "Find an Existing Value" to retrieve that format and run the report again
4. Click the **Add** button
5. Enter the **Start and End Date**
6. Click the **Look up** icon. All of the employees assigned to your security will be listed here. Select the relevant employees
7. Now that you have designated the criteria (start and end date of report and employees), click the **Run** button. Click **OK**
8. Click the **Save** button. This will save your report for use later
9. Click the **Process Monitor** link
10. Note the SQR Report line in the Process List section. This is the data related to your report
    Note: if the Run Status does not display, 'Success,' click the **Refresh** button until the Run Status is Success

11. Click the **Details** link on the SQR Report row
12. Click the **View Log/Trace** link
13. Select the **.PDF row** and view report

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