Entering Time: Non-Exempt Temporary Employees (OPS)

This instruction guide is only for temporary non-exempt UF employees (OPS) whose departments have chosen Timesheet as the method for reporting time. This feature reports time-worked by the workweek.

CREATING A FAVORITE

To more quickly access Timesheet for entering time and/or leave you can create and use a Favorite in myUFL. A Favorite is a “short cut” to a desired area in myUFL that allows you to bypass following the standard navigation path.

Creation

1. Log on to myUFL using your Gatorlink username and password
2. Navigate to My Self Service > Time Reporting
3. Select the yellow folder immediately to the left of the Report Time menu option
4. Verify you can see both Timesheet and Web Clock displayed on this screen
5. Select Favorites from the Menu bar
6. Click the Add to Favorites option
7. Give the Favorite a logical name and click OK
Access
1. Log on to myUFL using your GatorLink username and password
2. Select Favorites from Menu bar
3. Select desired Favorite from list

Navigation
1. Log into the system via the myUFL portal, using your GatorLink user id and password
2. Navigate to My Self Service > Time Reporting > Report Time > Timesheet or use Favorite if created

Procedure
3. Confirm the right workweek is displayed on the page (first Friday of the current UF pay period will be the default date displayed). If not, click Previous Week or Next Week to move to the appropriate workweek or type in the correct workweek in the Date field and click the Refresh Timesheet icon.
4. Enter time in the appropriate In and Out columns. Enter AM or PM and ensure you have the correct punch type. If you do not enter a label with your time entry, the columns will default to AM.
5. Click the Submit button
6. Click the OK button
7. If you have more time to enter, click Add a Row button and enter as necessary
   Warning Message: If you enter two IN punches together or two OUT punches together, a warning message will be displayed and you cannot save the data. If you receive this message, return to the page and check your entries.

All time entered will be sent to the approval process.

Notes
- Each day will typically have four punches, two IN and two OUT. This includes your arrival and departure time as well as two punches for your lunch break
- If you click Show all Punch Types you will have an expanded view with multiple break columns for additional entries. Simply enter the time in the appropriate column of the break (15 minute breaks are not to be recorded) or lunch and when you punch back in
- Submit your entries when finished
- A Submit Confirmation page will be displayed to confirm your entry, click OK.
- Non-exempt employees should enter their time worked, even when it exceeds 8 hours in a day and 40 hours in a workweek. The system will automatically calculate an employee’s overtime pay after working more than 40 hours in a workweek
Best Practices

- Record your time every day
- Breaks are paid-time and are not recorded in the system
- To delete a time entry, click the Delete button
- Overtime must be approved by your supervisor in advance

Additional Help

Payroll and Tax Services  352-392-1231
payrollhelp@admin.ufl.edu
http://www.fa.ufl.edu/departments/payroll-tax-services/

Leave Administration:  352-392-2477
central-leave@ufl.edu
http://hr.ufl.edu/leave/default.asp

Further resources are available at http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp.