

Entering Time: Non-Exempt Temporary Employees (OPS)

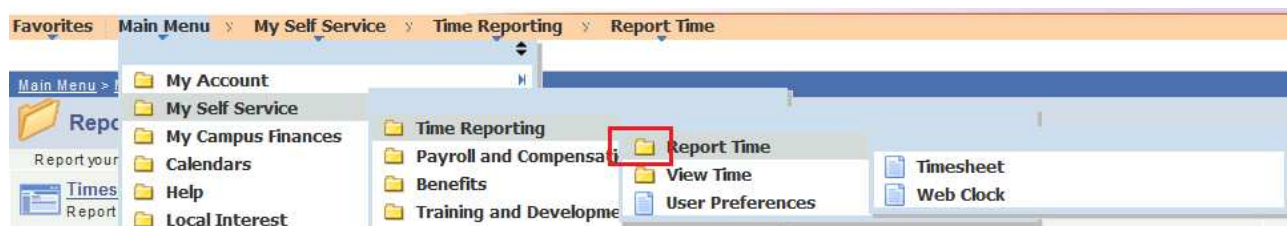
This instruction guide is only for temporary non-exempt UF employees (OPS) whose departments have chosen Timesheet as the method for reporting time. This feature reports time-worked by the workweek.

CREATING A FAVORITE

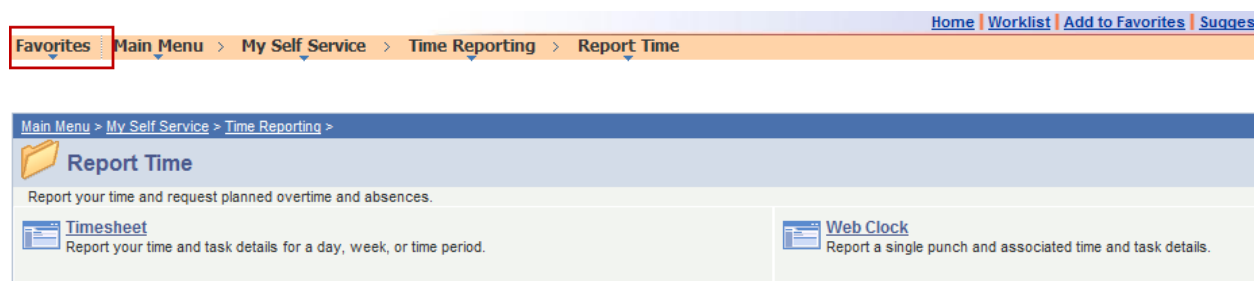
To more quickly access Timesheet for entering time and/or leave you can create and use a Favorite in myUFL. A Favorite is a "short cut" to a desired area in myUFL that allows you to bypass following the standard navigation path.

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



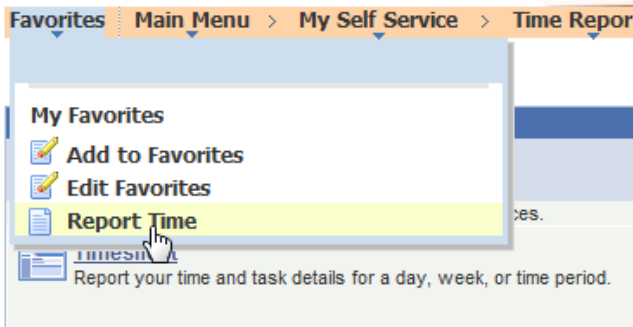
4. Verify you can see both Timesheet and Web Clock displayed on this screen
5. Select Favorites from the Menu bar



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>.