UF | Office of Human Resource Services
Training and Organizational Development
**UNIVERSITY of FLORIDA**

Entering Time: Non-Exempt Temporary Employees (OPS)

This instruction guide is 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 quickly access Timesheet in myUFL, you can use a Favorite. A Favorite is a "short cut" to a desired area in myUFL that allows you to bypass the standard navigation path.
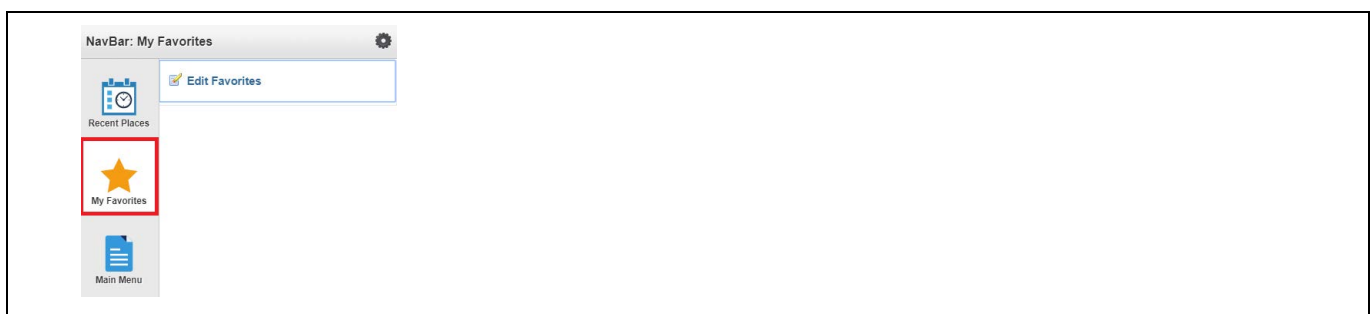
1. Log in to myUFL using your Gatorlink username and password
2. Navigate to **NavBar > Main Menu > My Self Service > Time Reporting**
3. Click the gear icon on the top navigation panel.
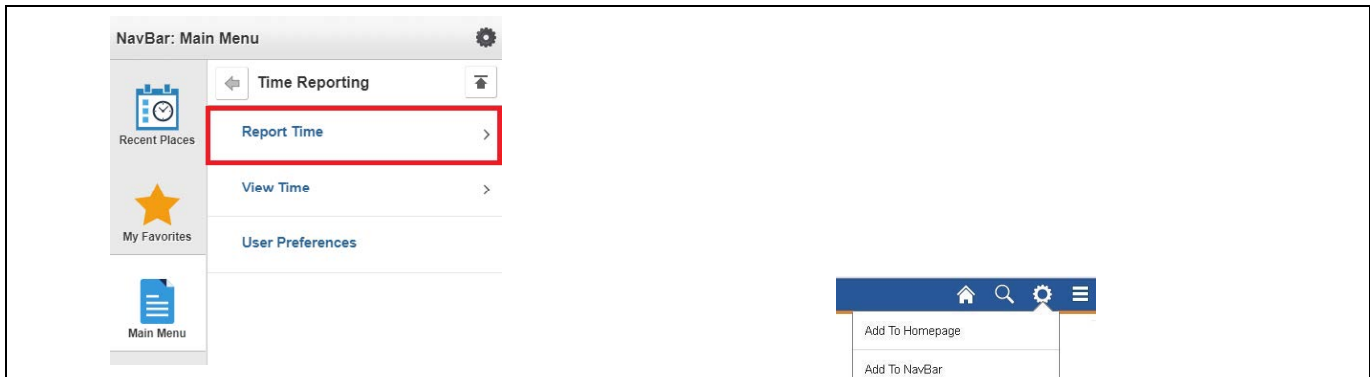
4. Click **Add to Favorites**.
5. Type a name for the Favorite and then click **OK**.
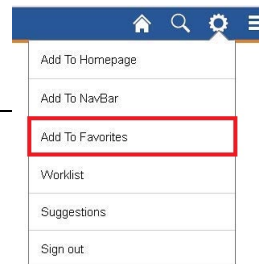
To access Report Time using the favorite, click **My Favorites** from NavBar and then select **Report Time.**

ENTERING TIME

1. Navigate to **NavBar > Main Menu > My Self Service > Time Reporting > Report Time > Timesheet** or use **Favorite** if created
2. Confirm the correct workweek is 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. 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.
4. Click the **Submit** button
5. Click the **OK** button
6. If you have more time to enter, click the **Add a Row** icon 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
▸ **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 row** icon
▸ Overtime must be approved by your supervisor in advance

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