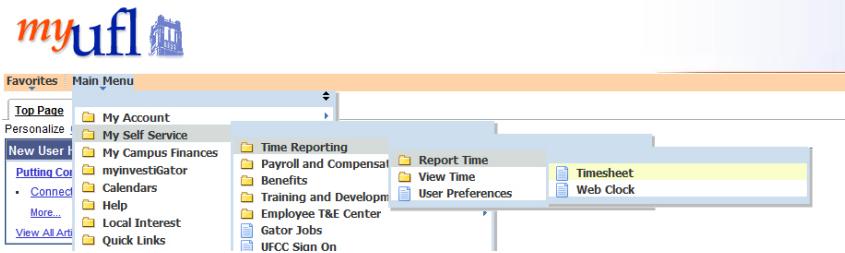


Access and Navigation

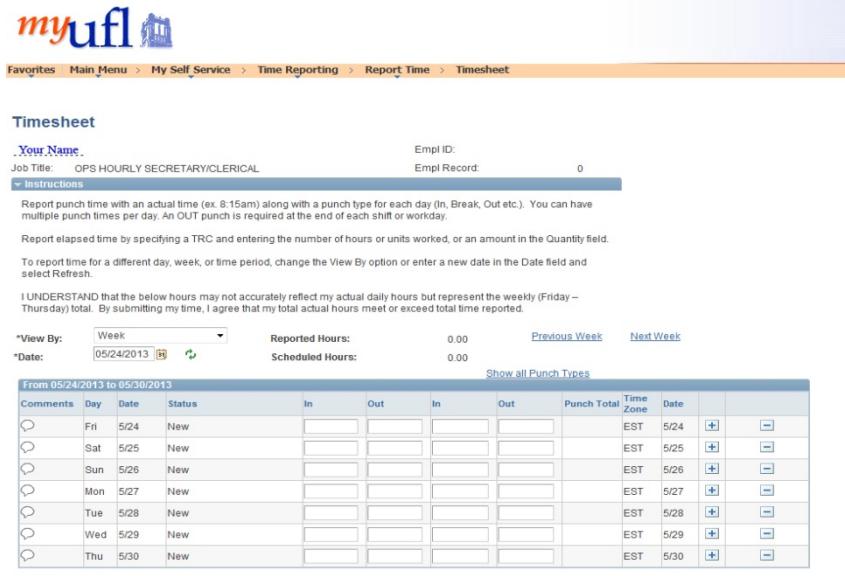
1. Log on to **myUFL** using your Gatorlink username and password
2. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet**



Procedure

USE PUNCH TIMESHEET NOT ELAPSED TIMESHEET.

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 (refresh symbol).



The screenshot shows the 'Timesheet' page. At the top, it displays the user's name, job title (OPS HOURLY SECRETARY/CLERICAL), and employee ID (0). Below this is an 'Instructions' section with detailed instructions for reporting punches. The main area shows a table for entering punches from May 24 to May 30, 2013. The table has columns for Comments, Day, Date, Status, In, Out, Punch Total, Time Zone, and Date. Buttons for 'View By' (Week/Day), 'Reported Hours' (0.00), 'Previous Week', 'Next Week', and 'Show all Punch Types' are at the top of the table. Buttons for 'Submit' and 'Clear' are at the bottom.

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.

Note

- 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.

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

Contact Information

Payroll and Personnel

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