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.

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.**
Time Reporting Instructions
OPS, Student Assistants & Course Assistants

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 352-392-3101
http://www.mae.ufl.edu/resources/payroll.aspx

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