

## Quick Guide to Payroll Resources for Approvers

This guide is in two sections:

- [Time Reporting in myUFL](#)
- [Payroll Information](#)

### Time Reporting in myUFL

#### *Review Exceptions*

Exceptions are problems with time and leave reported by an employee.

**Path:** Main Menu > Human Resources > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

**Exceptions**

▼ **Employee Selection**

Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	
Time Reporter Group	<input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	<input type="button" value="Clear Criteria"/>
Employee ID	<input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	<input type="button" value="Save Criteria"/>
Empl Record	<input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	

#### *Leave Balance*

The three ways to view leave balances for current employees are provided in this guide.

[https://training.hr.ufl.edu/instructionguides/time&labor/view\\_leave\\_balances\\_emp.pdf](https://training.hr.ufl.edu/instructionguides/time&labor/view_leave_balances_emp.pdf)

#### *Review Accrual Balances*

Good option to view all types of leave balances for an employee. The information updates the Monday following a payroll close.

[https://training.hr.ufl.edu/instructionguides/time&labor/review\\_accrual\\_balances.pdf](https://training.hr.ufl.edu/instructionguides/time&labor/review_accrual_balances.pdf)

## Payroll Information

### Payroll Schedules

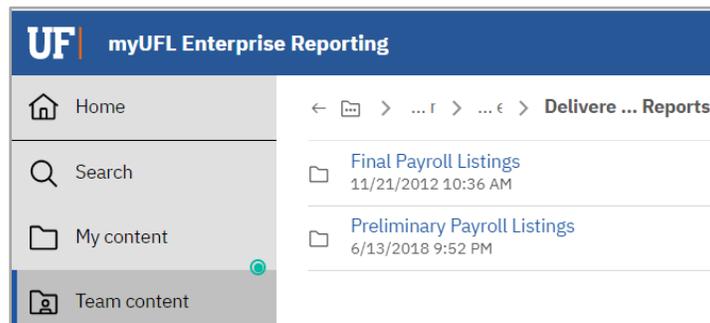
See all of the relevant pay period begin and end dates as well as time & labor closing dates, HR deadlines and paydays.

<https://www.fu.ufl.edu/directives/payroll-schedules/>

### Preliminary Paylist/Final Paylist

Review upcoming and final pay for employees, these reports are also delivered to the payroll processor for a department via e-mail.

**Path:** Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports



### Review Self-Service Paycheck

Provides a picture of the employee's paystubs as the employee sees them.

**Path:** Main Menu > Human Resources > Payroll for North American > Payroll Processing USA > Produce Payroll > Review Self Service Paycheck

#### Review Self Service Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Company:

Pay Group:

Empl ID:

Name:

Case Sensitive

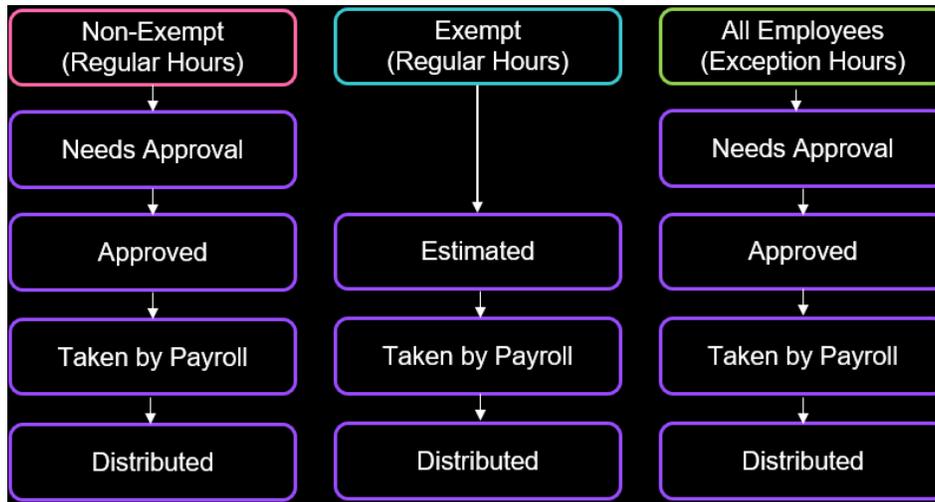
[Basic Search](#)  [Save Search Criteria](#)

*Payable Time Detail*

Used in reviewing employee's time prior to payroll closing; shows the status of hours for a range of dates, and identifies who approved time and when.

**Path:** Main Menu > Human Resources > Manager Self Service > Time Management > View Time > Payable Time Detail

**Detailed Payable Time Detail Flowchart**



**Closed** – Time using the NoPay time reporting code (TRC) will show as “Closed” after it is approved.

**Rejected by Payroll** – There are various reasons why time may be rejected by the system. The three most common are:

1. An employee transfers pay groups mid pay period and the pay group previously had time loaded.
2. Missing distribution information causes pay to be turned off and time is rejected.
3. Employee terminated during the current pay period after time was loaded for the entire pay period and there is unprocessed Payable Time.

**Time will not pay out if is in this status. If you need assistance with time that is showing as “rejected,” please contact Payroll Services.**

## Summarized Payable Time Detail – Status of Pay

***Needs Approval***

Time has been entered and processed but not approved. (Applies to exception time for exempt employees.)



***Approved***

Time has been approved. (Applies to exception time for exempt employees.)



***Estimated (Exempt Only)***

Approved but not yet taken by payroll.



***Taken by Payroll***

Approved time is processed by payroll.



***Distributed***

Pay has been paid/posted and is complete for the pay period.

*Reported Time Audit*

Review when (date/time) and who entered the time.

**Path:** Main Menu > Human Resources > Time and Labor > View Time > Reported Time Audit

**Reported Time Audit**

Enter any information you have and click Search. Leave fields blank for

[Find an Existing Value](#)

**Search Criteria**

Empl ID:

Empl Record:

Name:

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Reported Time History							Personalize   Find    
Overview		Time Reporting Elements					
Action	Audit User ID	Audit Date/Time	Date	Time Reporting Code	Quantity	Reported Status	
Add	UFTLB001	07/23/2021 3:02:54.948565AM	08/05/2021		8.00	Submitted	

*Department Budget Table USA*

Enter or review an employee's distribution.

**Path:** Main Menu > Human Resources > Set up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

**Department Budget Table USA**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

Set ID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code Set ID:

Job Code:

Position Number:

Empl ID:

Empl Record:

Name:

Last Name:

First Name:

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)