

Time and Labor Fingertip Guide

Good things come to those who plan.

Click or Come By



Time and Labor questions can be addressed to Payroll Services Contact Form.



We're at Suite 1250 East Campus Office Building on Waldo Road

If your question pertains to a specific employee, please include the name, UFID and Employee Record Number or be prepared with a photo ID.

Normal Payroll Deadline Reminders



- Emergency Check Requests:
 - Tuesday following payroll closing - end of business for a check on normal payday.
 - Monday following payroll closing – Noon; for a check on Thursday after normal payday.
- On-Cycle Forms: Thursday prior to closing – 5:00pm
- Prior 90 Adjustments: Tuesday prior to payroll closing–5:00pm
- Distributions Entered: Noon on payroll closing Fridays

Steps for Payroll Paylist Review

- Check for any Exceptions found at Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions.
- Review Preliminary Paylists on Wednesday, Thursday and Friday morning.
- Compare standard hours to the number of hours being paid.
- Compare bi-weekly pay amount on payroll to amount being paid.
- Compare leave reported to leave actually taken, retaining typical source documentation (Outlook Calendar, Notices, Emails, Other).
- Verify that holidays were reported for eligible employees during a pay cycle with a holiday.
- Review hours for each day for any employees **terminated** during the pay period.
- Review hours each day for any **new employees** added during the pay period.
- Review hours and pay for any employees who had a retroactive change to FTE or pay during the pay period.
- Review Final Paylist on Monday after closing, following the steps for review outlined above.

Recommended best practice is to retain the final paylists, with evidence of approval, in the unit for *three full fiscal years*. You may be asked to provide this documentation during payroll audits.

WHO...entered time?

In myUFL, navigate to Time and Labor > View Time > Reported Time Audit

- Search for the Employee
- Update the Start and Ends as needed
- Click the Get Rows button
- Click the History link
- Audit User ID is the UFID of the person who entered the time



WHO...approved time?

In myUFL, navigate to Manager Self Service > Time Management > View Time > Payable Time Detail.

- Enter the UFID and click Get Employees
- Select the employee's name
- Select the appropriate Start and End Dates and click the Refresh icon
- Click the Cost and Approval tab
- The Approver's UFID is in the User ID field

Payable Time Detail – Status of Pay

Needs Approval	Time has been entered and processed but not approved. (Applies to all time for non-exempt employees and exception time for exempt employees.)
↓	
Approved	Time has been approved. (Applies to all time for non-exempt employees and 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.

Status Notes

- **Closed** – Time using the NOPAY TRC's 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 it is in this status. If you need assistance with time showing as "rejected", please contact Time and Labor at payroll-services@ufl.edu

Security and Training

Processors

- Security Role: UF_TL_DEPT_PROCESSOR
- Required Training: PST 915 Time & Labor

Approvers

- Security: UF_TL_DEPT_APPROVER
- Required Training: PST916 Time & Labor Approvers

Time and Labor Security

- Access Request System > Requests > Time and Labor Security



Most Common Cause for Overpayments:

Time paid past termination for Exempt employees.

Tools for Improvement:

- Better communication between those who are aware of the terminations and the person responsible for entering the ePAF.
- Termination checklist.
- Review of preliminary paylists.
- Specific review of time for any employees terminating during the pay period or any that recently terminated. Verify there is not time after termination for at least two pay periods after the pay period of termination.
- Specific review of employees with an FTE decrease during the pay period.
- Second review of payroll by backup.

Most Common Cause for Underpayments:

Time not approved.

Tools for Prevention:

- Backup review of status of approved time for all employees in the department.
- Sending of reminders to approvers, in advance of deadline to approve time. Include the deadline for approval.
- Review of preliminary paylists, including review of “Employees Missing a Paycheck” on the last page of the Preliminary Paylist.
- Specific review of time for any new employees.
- Specific review of employees with an FTE increase during the pay period.
- Second review of payroll by backup.



Final Pay Checklist for Terminating Employees

- Prior to the last day of work, instruct employee to change "Local Address" in myUFL (My Account > Update My Directory Profile) to the address where they want to receive their W-2 and leave cashout.

Non-Exempt Employees

- Ensure that the employee enters time through their last day of employment.
 - Hours past the termination date that are NOT approved:
Delete the time entered beginning with the effective date of termination.
 - Hours after the termination date that WERE approved:
Delete the punches, enter the hours in the elapsed timesheet with the TRC of “NO PAY” and approve the next day. This should clear the employee for the termination.
- Approve
- Enter ePAF for Termination – The best practice is to enter termination ePAFs on or before the effective termination date.

Exempt Employees

- Enter time through the last day of work – Hours most likely have been auto-loaded through the end of the current pay period.
- Enter NOPAY for the dates from the termination effective date through the end of the pay period.
 - Do not delete the hours. Do not enter "0" in the Hours fields. Leave the hours as auto loaded and change the TRC to NO PAY. You will need two rows on the timesheet, one for time worked and one for time beginning with the effective date of termination
- Approve
- Verify that hours were not auto loaded for the following pay period. Terminations must be approved and entered into Job Data the day prior to payroll closing (typically Thursday) in order for the auto load of hours not to take place for the following pay period.
- Enter the termination ePAF. The best practice is to enter the termination ePAF on or before the effective termination date.
 - If you receive a message that reads “Pending or processed Payable time was found. The Time Reporter cannot be inactivated as of the date identified.” Click OK.
 - You will need to verify that all hours beginning with the termination effective date have been either deleted (Non-Exempt) or the TRC changed to NOPAY (Exempt). Once the time is corrected and approved, the ePAF should go through. If you continue to get this message, please contact timelaborhelp@admin.ufl.edu for assistance.