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

![Exception Review](image)

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_accrualBalances.pdf](https://training.hr.ufl.edu/instructionguides/time&labor/review_accrualBalances.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.fa.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
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

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