Approving Time and Leave

All supervisors, managers, and designated approvers will view and approve time and leave through "Manager Self Service" on a regular basis. We recommend this be completed daily.

Tasks that should be completed *at least* two times per week:
- Manage Exceptions (solve time and labor problems)
- Approve Time

* Remember the time administration process that refreshes the system overnight

Log into the system via the myUFL portal using your GatorLink user ID and password (http://my.ufl.edu)

Navigate to Manager Self Service > Time Management > Time Management Home > Select "Manage Group Exceptions"
  - Identify exceptions and work with employees to clean up data
  - Wait for the system to be refreshed overnight (the time administration process)

Navigate to Manager Self Service > Time Management > Time Management Home > Select "Approve Payable Time"
  - View time and leave submitted, approving the hours that do not require research and further review/changes

Once time is approved, the data will be removed from the “Approve Payable Time” page.

Notes
- Consider approving daily, but approve at least twice per week
- Time cannot be entered and approved by the same person
- Resolve all exceptions in a timely manner to assure accurate payroll for employees