[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—called the regular process. We recommend this be completed daily.

- Tasks that should be completed as part of the regular process:
  - 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 > 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 > Approve Time by Group

- Click on the “Approve Payable Time” link to view time and leave submitted for your review and approval
  - Review time, approving the days 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
- From “Time Management Home,” you may view the individual employee’s record to reveal the nature of the exception