Schedule Load in Time & Labor for Late Hires

At times, hires are not processed in the system until well after their hire date—this is especially common with hiring graduate assistants. The schedule load process, noted below, will reduce the need to enter all the time manually for late hires and help ensure paychecks are issued correctly.

It’s designed for employees who have schedules loaded automatically into PeopleSoft. This process would apply in most cases to exempt (salaried) employees.

**Important Note:** This process is designed for late hires who *have not* received emergency, off-cycle, payments. This process will duplicate payment for those paid outside of the Time & Labor process.

- Log on to myUFL (http://my.ufl.edu) using your GatorLink username and password
- Navigate to Time and Labor > Schedule Load for Late Hires
- Select employees for process (access will be limited to your security)
  - Options include searches by:
    - Employee ID
    - Group ID
    - All Employees
  - After selecting your option, click on “Get Employees” to access your records
- Select the date ranges for the schedule load (begin date and end date, see screen below)
- Click the “Run” button (see screen below)
Confirm that “UFTLB002” is checked under the “Process List” (see screen below)

Click “OK”
Select "Process Monitor"

- Click the "Refresh" button until the "Success" and "Posted" appear under "Run Status" and "Distribution Status."
- Click the "Details" link
Click on “View Log/Trace”

Open the report by clicking on the link with the extension “.PDF”

Adobe Acrobat Reader will open with your report

The report will indicate the rows that have been updated for the employee(s) you selected.

Review the report to ensure accuracy

Notes:

- Employees must have an active job row and active Time & Labor status
- Schedule loads are done based on the FTE listed in myUFL

Best Practices:

- Verify that no entries have been made in Time and Labor for the period you wish to load a schedule
- Ensure the date ranges you select are within the range of the hire job action