

## TIME AND LABOR LAUNCH PAD

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The Time and Labor Launch Pad allows you to view the time that you have been or will be paid for within the various pay periods. To access this platform, follow the instructions below.

#### My UFL Access Instructions:

- Navigate to my.ufl.edu/
- Click the blue "ACCESS MYUFL" button
- Login with your Gatorlink username and password
- Access the white NavBar in the upper right side of the screen and click Main Menu

| UF myUFL                                     | A 🗘 🗖                        |
|--|------------------------------|
| Top Page Student Page Staff Page Custom Page |                              |
| New User Help O ov                           | Personalize Content   Layout |
| No articles currently available              |                              |
| View All Articles and Sections               |                              |
| UF News O O T                                |                              |
| nuc, //news.un.edu/                          |                              |
|  |                              |
|  |                              |

- Once in the Main Menu navigate to My Self Service> Time Reporting> View Time> Time and Labor Launch Pad
- If you have more than one position with RecSports, you will see a calendar for each position.
- Click on the date of any specific day to see status.

| NavBar: Main Menu 🔅 |                            | 0 | NavBar: Main Menu    |                  | NavBar: Main Menu |                      |                             |  |
|---------------------|----------------------------|---|----------------------|------------------|-------------------|----------------------|-----------------------------|--|
| $\odot$             | My Self Service            | • | والملع               | Time Reporting   | Ŧ                 |                      | View Time                   |  |
| Recent Places       | Benefits                   | > | Ø                    | Report Time      |                   | Recent Places        | Time and Labor Launch Pad   |  |
| +                   | Faculty Annual Reports     | > | Recent Places        |                  |                   |                      | Payable Time Summary        |  |
| My Favorites        | Faculty Promotion & Tenure | > | +                    | View Time        | >                 | My Favorites         | Bauchia Tima Datail         |  |
|                     | Payroll and Compensation   | > | My Favorites         | User Preferences |                   |                      | Payable Time Detail         |  |
| Main Menu           | Personal Information       | > |                      |                  |                   | Main Menu            | Leave and Compensatory Time |  |
| Welcome to          | Time Reporting             | > | Main Menu            |                  |                   | ORACLE               |                             |  |
| myUFL!              | Training and Development   | > | ORACLE               |                  |                   | Welcome to<br>myUFL! |                             |  |
|                     | Travel and Expense         | > | Welcome to<br>myUFL! |                  |                   |                      |                             |  |
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#### The Launch Pad is shown below:

| *Month 01- Ja     | anuary      |                | 2019 🔻    | Re              | ported Hours | •          |
|-------------------|-------------|----------------|-----------|-----------------|--------------|------------|
| Selection In View |             | Reported Hours |           | Previous N      | Month        | Next Month |
| Sunday            | nday Monday |                | Wednesday | Thursday Friday |              | Saturday   |
|                   |             | 1              | 2         | 3               | 4            | 5          |
| 6                 | 7           | 8              | 9         | 10              | 11           | 12         |
| 13                | 14          | 8              | 16        | 17              | 18           | 19         |
| 20                | 21          | 22             | 23        | 24              | 25           | 26         |
| 27                | 28          | 29             | 30        | 31              |              |            |

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Group box

| Links |  |
|-------|--|
|       |  |

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Self Service

Time Reporting



### Legend

- X Exception
- P Reported Punched Time
- E Reported Elapsed Time
- \$ Payable Time
- F Forecasted Payable Time
- R Recommended Attendance Actions

#### ADDITIONAL DETAILS Progressions of Time Approval:

- Needs Approval Direct Supervisor needs to approve the hours worked
- Approved Direct Supervisor has approved that the hours worked are correct
- Taken By Payroll Payroll has uploaded the time and it will be paid out on the next check

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• Distributed – pay was distributed on the last paycheck

#### Paydays and Critical Dates:

- UF Payroll recognizes Friday through Thursday as a payroll week, therefore the total hours worked weekly as well as all pay checks will state that same time frame. Time is uploaded from Time.Recsports and our department payroll week is Wednesday through Tuesday, therefore time paid will be two days behind the dates listed on your paychecks.
- The schedule of paydays and critical dates can be found on the following link: <u>http://www.fa.ufl.edu/directives/payroll-schedules/</u>

#### Paycheck Questions:

- If you see a discrepancy on your paycheck follow these steps:
  - Verify the hours worked in WhenToWork and clock-ins in Time.RecSports are correct.
  - To view what you've punched in and out for via time.recsports: log in to time.recsports and click "Week" in the top right. If your time is on time.recsports, you will be paid for it. If it is not, you won't. A red asterisk (\*) indicates an incomplete punch check for these and correct them immediately by completing a punch edit request on Time.RecSports.
  - Log into my.ufl.edu > My Self Service> Time Reporting> View Time> Time and Labor Launch Pad. Take a screen shot of this page if you're seeing any discrepancies.
  - Email your direct supervisor with the following screenshots:
    - Screenshots of When2Work shifts, Time.Recsports, Time and Labor Launch Pad, and your paycheck along with an explanation of the discrepancy.



# **VIEWING YOUR PAYCHECK**

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| UF News O O V                                |                              |
| http://news.ufl.edu/                         |                              |
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 Once in the Main Menu navigate to My Self Service> Payroll and Compensation> View Paycheck

| NavBar: Main Menu 🔅 |                               | NavBar: Main Menu |               | 0                               | NavBar: Main Menu |                 |                                |
|---------------------|-------------------------------|-------------------|---------------|---------------------------------|-------------------|-----------------|--------------------------------|
| alada               | My Account                    |                   | واعتلع        | My Self Service                 | Ŧ                 | $\odot$         | Payroll and Compensati         |
| Recent Places       | my Account                    | /                 | Recent Places | Benefits                        | >                 | Recent Places   | UF TALX Verify Employment      |
|                     | My Self Service               | >                 |               |                                 | /                 | -               | View Paycheck                  |
|                     | My Favorites Calendars   Help | <u>``</u>         |               | Faculty Annual Reports          | >                 | My Favorites    | UF Leave History               |
| My Favorites        |                               |                   | My Favorites  | ites Faculty Promotion & Tenure | >                 |                 | UE Employee Very End Statement |
|                     |                               | >                 |               | Payroll and Compensation        |                   | Main Menu       | UF Employee Year End Statement |
| Main Menu           | Local Interest                | <u> </u>          | > Main Menu   | Payron and compensation         | ,                 |                 | Voluntary Deductions           |
|                     |                               | /                 |               | Personal Information            | >                 | Approve Time by | Direct Deposit                 |

#### Tax Documents:

- To view your W-2, select My Self Service, then View W-2/W-2c Forms.
- You have the option of consenting to receive your W-2 online and not in paper form. We highly recommend you do this both for your convenience and to help us be more environmentally friendly! Select My Self Service, then W-2/W-2c Consent.