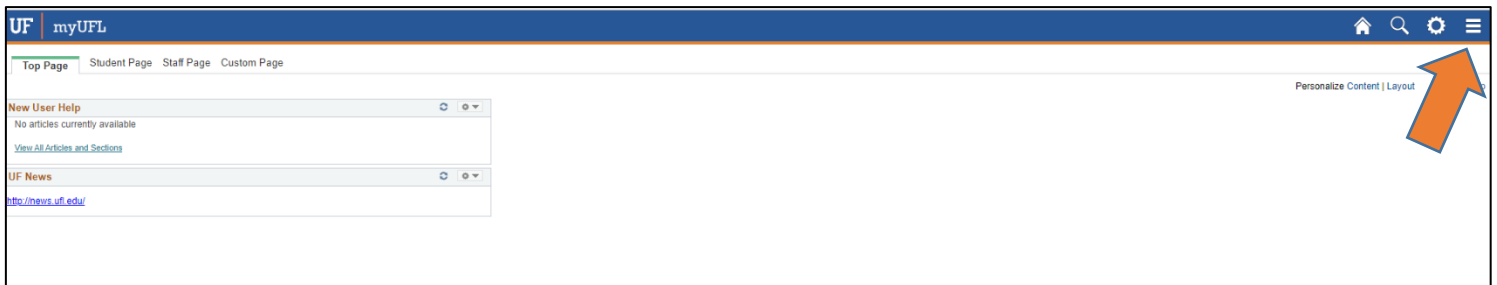


TIME AND LABOR LAUNCH PAD

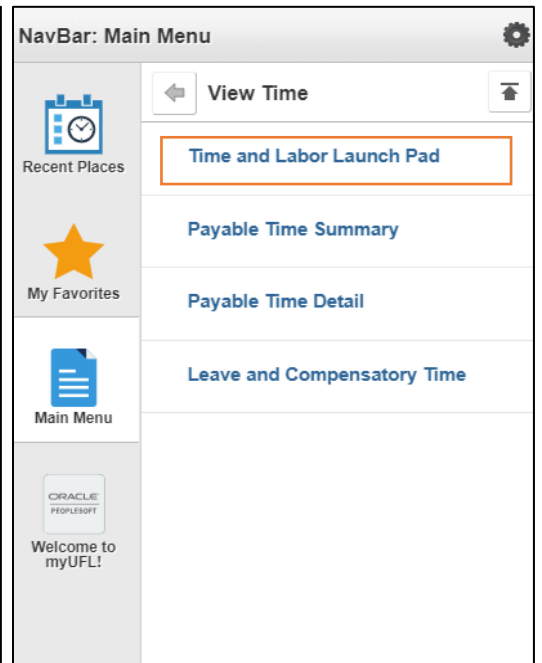
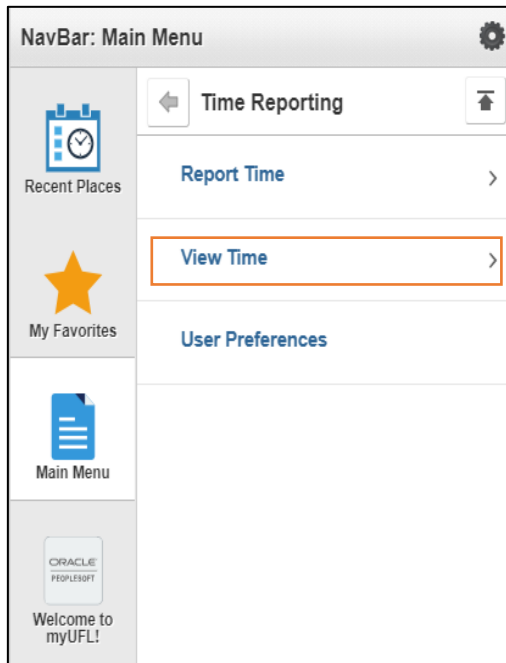
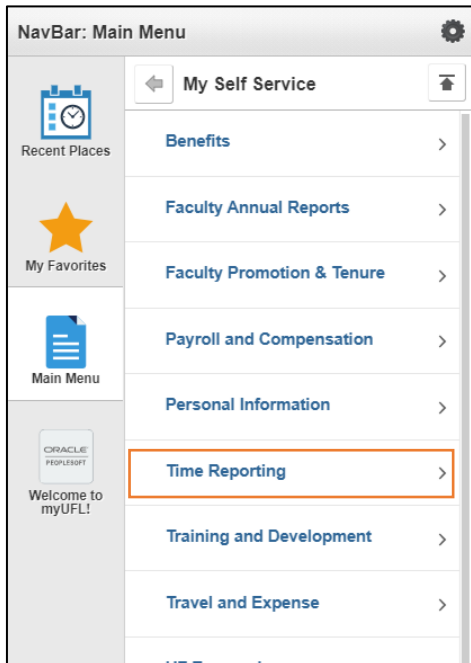
The Time and Labor Launch Pad allows you to view the time that you have been or will be paid for within the various pay periods. To access this platform, follow the instructions below.

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



- 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.



The Launch Pad is shown below:

*Month

Selection In View Reported Hours Previous Month Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 8	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Group box

Links

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
- 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:
<http://www.fa.ufl.edu/directives/payroll-schedules/>

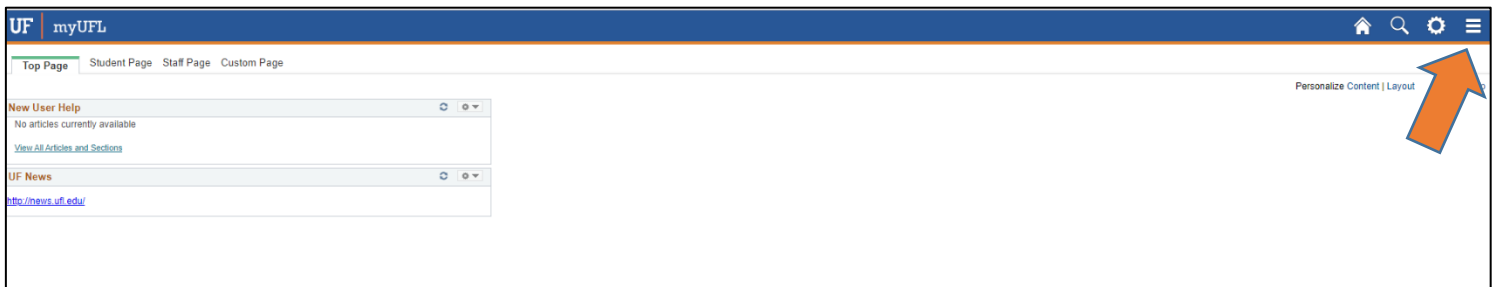
Paycheck Questions:

- 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.

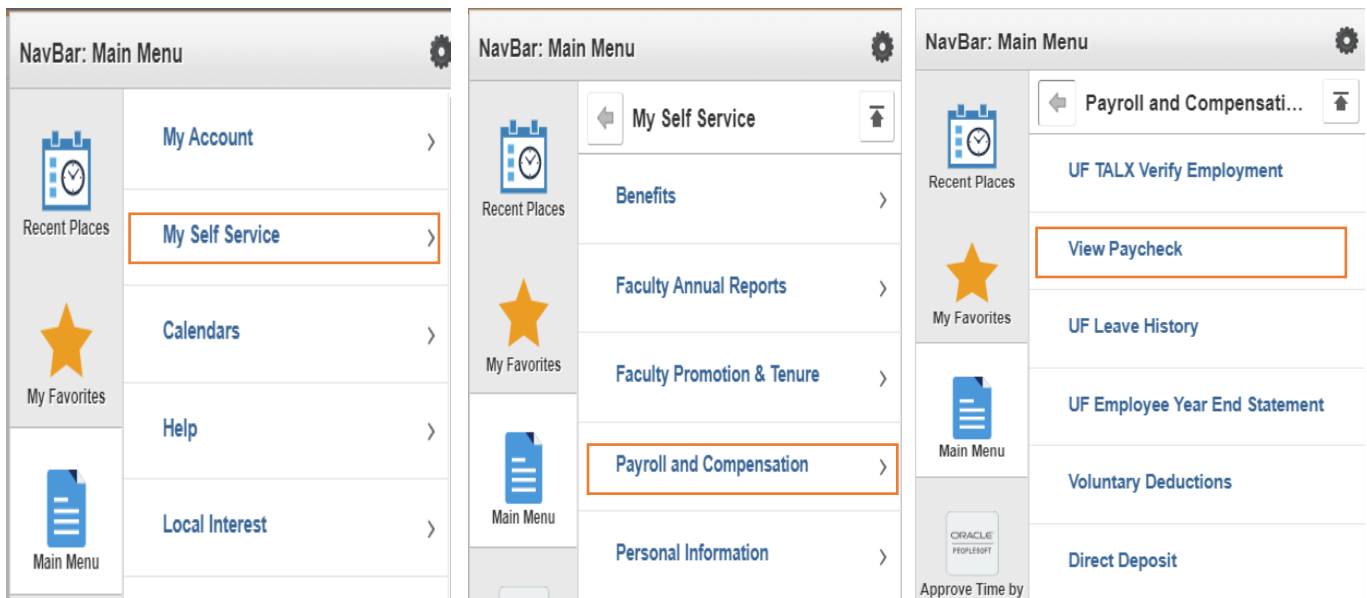
VIEWING YOUR PAYCHECK

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



- Once in the Main Menu navigate to My Self Service> Payroll and Compensation> View Paycheck



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.