[Approving Time & Leave]

Best business practices at the University of Florida call for at least two employees to be involved in every transaction. Generally, one employee initiates the transaction and a second employee approves it. This increases the likelihood that errors will be identified and corrected in a timely basis and discourages intentional abuse or misuse of resources.

Who Should Be the Approver?
When you assign an employee the responsibility to approve a transaction, you are also assigning the authority to question and, possibly, deny a transaction. Therefore, the approver should not report to the person(s) who would initiate the transaction. He or she must be able to question and deny a transaction without fear of reprisal. The employee should have knowledge of the university directives and procedures pertaining to the type of transaction, budget constraints on purchases, and any applicable grant requirements. Finally, the employee must be available to approve transactions in a timely fashion. A backup approver should be assigned or provided in situations when the primary approver is not available.

What Does "Approval" Really Mean?
An approver's signature, initials, or online approval means that the approver:

- **Has reviewed the information**
- **Is satisfied that the information is complete and accurate**
- **Has had any questions pertaining to the transaction answered to his or her satisfaction**
- **Understands what he or she is approving**
- **Is in agreement with the transaction and is satisfied that it will help meet the unit's goals and objectives**
- **Is accountable for the transaction and are willing to defend it**

If the approver is not comfortable approving the transaction after getting all pertinent information, he or she should deny it or bring it to the attention of his or her supervisor.

Tasks that should be completed at least twice a week:

- Manage Exceptions (solve time and labor problems)
- Approve Time

Manage Exceptions

- Log on to myUFL and approve the exception
- Navigate to Manager Self Service > Time Management > Time Management Home > Manage Group Exceptions
- Identify exceptions and work with employees to clean up data where required
- Wait for system to refresh overnight (time administration process)
- **The Instruction Guide 'Managing Exceptions' has full details on this process**

Approve Time

- Log on to myUFL using your GatorLink username and password
- Navigate to Manager Self Service > Time Management > Time Management Home > Approve Payable Time
- You have multiple options
  - To look up a single employee:
    - Select the **Get EmplID** box
    - Type in the employees UFID in the **EmplID** box
    - Click on **Get Employees**
  - To look up an entire dynamic group (usually a department):
    - Click on the lookup (magnifying glass) by the **Group ID** box
    - Choose the dynamic group (your security drives which groups you are able to view)

- Select the **Get Group ID** box
- Click on **Get Employees**

- To view all your employees from multiple dynamic groups (based on your security):
- Select the **Get All Employees** box
- Click on **Get Employees**

- To view employees by date range:
- Select **start and end date**
- Click on **Get Employees**

- View time and leave submitted, approving the hours that do not require further review/changes
- When 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
- Review each record fully so that you do not approve time and leave that is incorrect
- Changes to time and leave can be entered by employees up to 30 days after the date; approvers can make changes up to 60 days after the date. Changes to the system automatically update pay and leave balances
- To save any of your settings, simply click on **Use Criteria for Future Search.** The next time you visit **Approve Payable Time**, your settings will be saved and you will view the records that you have chosen to see. You can change the settings at any time and then click on **Use Criteria for Future Search** to save those settings for your next visit to approve time and leave
- To save **Approve Payable Time** as a quick link: from the approve time page, click on the drop down box next to **My Links** in the upper right hand corner of the page. Select the drop down option, **Add to My Links.** Enter the name of the quick link in the text box. Click **Save.**
  You can now access **Approve Payable Time** right after signing into myUFL by using the drop down next to **My Links**

Additional Help

Leave Administration: 352-392-2477
central-leave@ufl.edu

Further resources are available at http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp