



## Guidelines for Payroll Time Entry and Approval Success

myUFL > Main Menu > My Self Service > Time Reporting > Report Time > Timesheet

- Time and Labor Toolkit: Hourly OPS (Non-Exempt) [Simulation](#) | [PDF](#)
- Know the payroll deadlines and early closing dates (<https://www.fa.ufl.edu/departments/payroll-services/>)
- Always enter your time by the end of your shift on the deadline day (usually, but not always, the Wednesday of the week before pay week). If you enter your time after the deadline, let your approver know.
- A pay week is Friday – Thursday.
- Do not hesitate to ask your time approver if/when your time will be approved.
- Know your time approver’s back-up and confirm they have approved your time if the time approver is unavailable.
- Time entering issues or pay issues? Call Business Services Office 352-273-2555. Ask for Greg Krueger (gkrueger@ufl.edu).
- Tax Questions? Contact **UF Tax Services** at 392-1231 or [taxhelp@admin.ufl.edu](mailto:taxhelp@admin.ufl.edu)
- Time entry and approval is your responsibility: It’s your money!

---

### UF Trainings - Required

University of Florida employees are required to complete the compliance trainings listed below. All trainings can be found at **myUFL -> Main Menu -> My Self Service -> Training and Development -> myTraining**.

Please upload all certificates to the **Library Student Assistant** site within Canvas by the end of your first week of employment.

### Maintaining a Safe and Respectful Campus

All employees of the Smathers Libraries are expected to complete this training and receive University of Florida training compliance certification. You are then expected to retake this training every two years.

Complete this training from any computer by searching for the training code GET803 in myTraining.

The “Maintaining a Safe and Respectful Campus” training should take approximately 35 minutes and a pdf certificate will be available after the training is complete.

If you have any questions please contact Joe Piazza (352-273-2595, [jpiazza@ufl.edu](mailto:jpiazza@ufl.edu)) or refer to the UF HR Sexual Harassment website at <http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/>.

## **FERPA Basics**

Completion of the Family Education Records and Privacy Act (FERPA) training is a compliance expectation for employees who have access to student records as part of their job. You are expected to retake this training every year.

Complete this training from any computer by searching for the training code PRV802 in myTraining.

The “FERPA Basics” training should take approximately 60 minutes and a pdf certificate will be available after the training is complete. To successfully complete this training, you must achieve a score of 70% (70/100 points) or higher.

## **Compliance & Ethics: Doing Your Part for the Gator Good**

All UF employees are expected to complete this training and receive University of Florida training compliance certification. You are then expected to retake this training every two years.

This course describes the structure of UF’s compliance and ethics program and why the program is important. It discusses the Florida Code of Ethics and some of the responsibilities UF employees share and explains how to report any compliance and ethics concerns.

Complete this training from any computer by searching for the training code OOC101v in myTraining.

This training should take approximately 20 minutes and a pdf certificate will be available after the training is completed.

## **HIPAA & Privacy – General Awareness** *(Health Science Libraries only)*

Completion of the Health Insurance Portability and Accountability Act (HIPAA) training is a compliance expectation for employees who work in the Health Science Center Libraries, whether they have access to health information or not. You are expected to retake this training every year.

Complete this training from any computer by searching for the training code PRV800 in myTraining.

This training should take approximately 45 minutes and a pdf certificate will be available after the training is complete. To successfully complete this training, you must obtain a score of 80% (80/100 points) or higher.