



## WE'RE GOING PAPERLESS!

Some of you are already aware that we are starting to move to a paperless office. As part of this process, we are asking your cooperation in having employees complete their time cards through the MyUFL system. This will save our staff some time and eliminate the use of some paper. If there are questions or if someone needs help in entering their time, please see [Beth Holcomb](#) or [Linda Pedersen](#).

Also, in this effort we have moved our FORMS to an online format. Below you will find instructions and links for both. If you have questions about the forms, please contact [Kay Weigel](#).

### INSTRUCTIONS FOR PAPERLESS TIME CARDS:

#### [Entering Time for Non-Exempt Temporary Employees \(OPS\) \(STAS\)](#)

These instructions are for OPS and Student Assistants to follow on how to put your time in. You will report your time in Timesheet. Make sure you round your time to the quarter hour. Example 8:05 should be put in as 8:00.

Student Assistants and OPS. If you work for more than one Professor you will have more than 1 record. Please see Beth Holcomb or Linda Pedersen to find out which record belongs to which Professor.

Professors, if you would like to approve your students' time or have a TEAM's employee in your lab approve their time, they will have to take the online class in My training PST916 Time and Labor Approver. After the training is complete, let [Glinda Burnett](#) or [Beth Holcomb](#) know so we can give you the certification roll. Otherwise the business office can approve it.

#### [Reporting Time & Leave for Department Processors](#)

#### [Approving Time & Leave](#)

#### [Creating Supervisor Groups in Time & Labor](#)

### INSTRUCTIONS FOR DOWNLOADING AND SAVING FILLABLE PDF FORMS:

The most frequently used departmental forms are available online: leave, travel authorizations, travel reimbursement, Pcard, etc. Please find these on our website under [Resources](#) and use them. The most efficient way is to save them to your desktop and open them in acrobat. They include a submit button that will send them directly to the area they should go. If saving your forms to an archive please save before filling in form and then again after you hit the submit button. When you hit the submit button an email will pop up with the business office email address. At this point any attachments such as receipts can be added and sent along with the form. Alternatively you may send the form to [entomology.business@ifas.ufl.edu](mailto:entomology.business@ifas.ufl.edu) and attach any receipts. If you have problems or suggestions, contact Kay.

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