

# [ Reporting Special Compensatory Leave ]

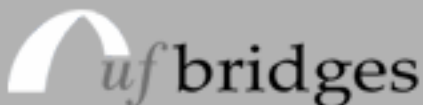
TEAMS and USPS non-exempt and USPS exempt employees are eligible for special compensatory leave, which is accrued as a result of working additional hours in the same workweek as a holiday (or taking certain types of administrative leave).

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- ▶ Log into the system via the myUFL portal, using your GatorLink user id and password (<http://my.ufl.edu>)
- ▶ Navigate to Employee Self Service > Time Reporting > Record Time > Report Weekly Elapsed Time
- ▶ Ensure the screen displays the correct week
  - ▶ If not, type in "Week Beginning Date" and click the "Refresh Date" button
- ▶ Click on "Add a New Line" to input the holiday or administrative leave
- ▶ Add hours on the appropriate day and select the code for holiday or administrative leave from the "Time Reporting Code" menu
- ▶ Click the "Save" button to save work
- ▶ Review the confirmation screen and click "OK"

## Notes

- ▶ TEAMS and USPS non-exempt employees will report time worked using "Web Clock" or "Weekly Punch Time."
- ▶ Exempt employees add a new line to report additional hours worked during a workweek with a holiday (or administrative leave). Choose the code for regular hours from the "Time Reporting Code" menu.



Created in conjunction with Training & Development