

How to Submit Your PPM Time Sheets

Before submitting your time sheet, make sure you have followed and completed the followings:

- “How to Categorize Your Time”
- “How to Create a Time Sheet in PPM”
- “How to Edit Items in PPM Time Sheets”

Once your tasks are added to the time sheet, you can modify the hours in each task’s respective row by:

1. Click on the cell for the respective date and task in which you want to edit the amount.

The screenshot shows the PPM Time Sheet interface for Sha Liu, covering the period 4/5/21 to 4/11/21. The interface includes a navigation bar with options like DASHBOARD, OPEN, SEARCH, CREATE, MY LINKS, and HISTORY. Below the navigation bar, there are buttons for Save, Save & Submit, and More. The main content area displays the Time Sheet Details, including the Resource (Sha Liu), Time Period (4/5/21 to 4/11/21), Time Sheet # (1), and Status (Unsubmitted). A table titled 'Time Sheet Details' shows the expected hours for various tasks across the days of the week. The 'Task: Project Management' row has a red box around the '0.00' value for Monday, 4/5.

Item	Expected Hours	Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10	Sun 4/11	Total
Enterprise Systems Managed Work FY... Project: 92492									
Task: Project Management (Enterprise Systems ...Project Management)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enterprise Systems Overhead FY2021 Project: 92523									
Task: Admin (Enterprise Systems Overhead FY2021)	0.0	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00
Task: Leave (Enterprise Systems Overhead FY2021)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Task: Professional Development (Enterprise Systems Overhead FY2021)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enterprise Systems Run FY2021 Project: 92524									
Task: Project Management (Enterprise Systems ...Project Management)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2. Enter the number of hours
 - a. If you are a UFIT TEAMS employee, you must enter at least 40 hours per time period.
 - b. Time sheets work in 15-minute increments. So, if you work 2 hours and 7 minutes on a task, you should enter 2. If you work one hour and 15 minutes on a task, you will enter 1.25.

Minutes Worked	Round To	Report As
0-7	0	x.00
8-22	15	x.25
23-37	30	x.50
38-52	45	x.75
53-60	60	1.yy

- Click **Save** to save and keep the time sheet in an Unsubmitted status. Once you complete the time sheet for the time period, click **Save & Submit** to save and push the time sheet to the Pending Approval status.

PPM DASHBOARD OPEN SEARCH CREATE MY LINKS HISTORY

Dashboard - Your Name > Create Time Sheet > Dashboard - Your Name > Edit Time Sheet

Sha Liu - Time Sheet for 2/22/21 - 2/28/21 (Unsubmitted)

Resource: Sha Liu Time Period: 2/22/21 to 2/28/21 Time Sheet #: 1
 Description: Sha Liu - 2/22/21 - 2/28/21 Status: Unsubmitted

Time Sheet Policies

Time Sheet Details (All times shown in hours) Tab key goes to next: Item | Day

Item	Expected Hours	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Sun 2/28	Total
Enterprise Systems Managed Work FY... Project: 92492									
Task: Project Management (Enterprise Systems ...Project Management)	0.0	1.00	4.00	8.00	3.00	0.00	0.00	0.00	16.00
Enterprise Systems Overhead FY2021 Project: 92523									
Task: Admin (Enterprise Systems Overhead FY2021)	0.0	0.00	1.00	0.00	1.00	1.00	0.00	0.00	3.00
Task: Leave (Enterprise Systems Overhead FY2021)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Task: Professional Development (Enterprise Systems Overhead FY2021)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enterprise Systems Run FY2021 Project: 92524									
Task: Project Management (Enterprise Systems ...Project Management)	0.0	7.00	4.00	0.00	4.00	7.00	0.00	0.00	22.00
Line Actions:		8.00	9.00	8.00	8.00	8.00	0.00	0.00	41.00

- For UFIT TEAMS employees if you have any rows with zeros, a popup window will appear when clicking **Save & Submit**. Click **Remove Empty Lines** to remove all empty lines and proceed to the time sheet submission.

Non-Compliance

Your time sheet cannot be saved or submitted due to some policy violations. Please review the list of violations below, and then click **OK** to return to your time sheet and make the necessary changes.

The violations are:

- Empty lines** No time was entered on some lines. You can use the buttons below the list of empty lines to correct the time sheet automatically or you can correct it manually.
 - Task Leave
 - Task Professional Development

Remove Empty Lines **Move to My Items**

[Open list of errors in new window](#) **OK**

- If you would like to edit your time sheets after submission, you could check the items that you would like to modify and click **Rework**. Then you can update the Time Sheet with appropriate items and hours. Click **Save** to save the time sheet or click **Save & Submit** to save and resubmit the time sheet.

Sha Liu - Time Sheet for 2/22/21 - 2/28/21 (Pending Approval)

Resource: Sha Liu Time Period: 2/22/21 to 2/28/21 Time Sheet #: 1
 Description: Sha Liu - 2/22/21 - 2/28/21 Status: Pending Approval

Time Sheet Details (All times shown in hours) Tab key goes to next: Item | Day

Item	Status	Expected Hours	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
Enterprise Systems Managed Work FY... Project: 92492									
Task: Project Management (Enterprise Systems ...Project Management)	Submitted	0.0	1.00	4.00	8.00	3.00	0.00	0.00	16.00
Enterprise Systems Overhead FY2021 Project: 92523									
Task: Admin (Enterprise Systems Overhead FY2021)	Submitted	0.0	0.00	1.00	0.00	1.00	1.00	0.00	3.00
Enterprise Systems Run FY2021 Project: 92524									
Task: Project Management (Enterprise Systems ...Project Management)	Submitted	0.0	7.00	4.00	0.00	4.00	7.00	0.00	22.00
Line Actions:			8.00	9.00	8.00	8.00	8.00	0.00	41.00

Line Actions: Remove **Rework** Approve Reject

Now you have submitted your first PPM Time Sheet. Once you click on PPM Logo (top left) on the navigation bar, you will see a “create new time sheet” button in your My Time Sheets portlet.

Sha Liu

— My Time Sheets

Time Sheet # - Period	Description	Status
1 - 4/5/21 - 4/11/21	Sha Liu - 4/5/21 - 4/11/21	Unsubmitted
1 - 3/29/21 - 4/4/21	Sha Liu - 3/29/21 - 4/4/21	Approved
1 - 3/22/21 - 3/28/21	Sha Liu - 3/22/21 - 3/28/21	Approved
1 - 3/15/21 - 3/21/21	Sha Liu - 3/15/21 - 3/21/21	Approved
1 - 3/8/21 - 3/14/21	Sha Liu - 3/8/21 - 3/14/21	Approved
1 - 3/1/21 - 3/7/21	Sha Liu - 3/1/21 - 3/7/21	Approved
2 - 2/22/21 - 2/28/21	Sha Liu - 2/22/21 - 2/28/21	Approved
1 - 2/15/21 - 2/21/21	Sha Liu - 2/15/21 - 2/21/21	Approved
2 - 2/8/21 - 2/14/21	Sha Liu - 2/8/21 - 2/14/21	Approved
1 - 2/1/21 - 2/7/21	Sha Liu - 2/1/21 - 2/7/21	Approved

Create New Time Sheet

Showing 1 to 10

We highly recommend bookmarking the ppm.erp.ufl.edu website for weekly access. If you have any questions, please contact PPMSupport@ad.ufl.edu.