

Time Cards and Leave Slips

Getting paid on time is important to everyone. After all, who wants to work without getting any money? In order for the payroll process to run smoothly, here are some handy tips on completing and submitting your time card.

The time card is the official time record. It should be a complete and accurate record of time worked. Serious problems can result from discrepancies. Travel reimbursement, activity reports, and leave slips must agree with the time card.

Program Assistant Responsibilities

1. Fill out your time card on a daily basis. Print neatly with blue or black ink or a dark pencil. Press hard to make it dark.
2. In the daily columns, only count time you actually worked. If you take any leave, then do not include these hours in the daily total. Fill out a leave slip for any time not worked except State Holidays.
3. At the end of the week, add up total hours worked. Enter this amount in the hours worked row. Also add up any sick leave, annual leave, holidays, etc. Enter these amounts in the correct rows.
4. Sign the timecard and any leave slips in ink and turn in to your supervisor by the deadline set by your supervisor.

Due Dates and Changes

1. On normal weeks, time cards and leave slips must be faxed to the State Office by 5 pm on the second Tuesday on the time card. That is, time cards must be faxed three days before the end of the pay period.
2. Time cards and leave slips should be mailed to the State Office the day after the pay period ends (Friday).
3. If there are changes to the time worked between faxing the time card and the end of the time period, fax the changes and call the State Office by 9 am of the last day of the pay period (Thursday).
4. Because of holidays and year-end deadlines, occasionally time cards will need to be faxed early. We will send out an email to County Faculty when this occurs.
5. If time cards are late or incorrect, there is a possibility that the Program Assistant will not be paid for an additional two weeks as there are strict University deadlines for processing payroll.

Supervisor Responsibilities

1. Review time card and leave slips. Make sure they are recording the same information. Time cards should also match Activity Reports and Travel Reimbursement Requests.
2. Sign the time card in ink. Stamped signatures are unacceptable.
3. Fax timecards to the State Office by 5 pm on the due date (usually the 2nd Tuesday on the time card).
4. Leave at least a one-inch margin at the top and sides of the fax page. Many times the edges of the time card are cut off when faxing and we can't tell who it belongs to.
5. Mail the time card after the pay period ends.

Leave Without Pay and Insurance

When you indicate leave without pay on your time card and check leave without pay on your leave slip, you are saying to us that you do not want to be paid for those hours. When you take leave without pay, you are responsible for paying for both the employer and employee portions of any insurance premiums for those hours. If you only take a few hours of LWOP, this amount is automatically deducted from your gross salary. If you take closer to 80 hours of LWOP, then there may not be enough gross pay to cover the premiums.

In this case, it is your responsibility to contact University Benefits at (352) 392-1225 and arrange payment for these premiums. If this is not taken care of in a timely manner, your insurance benefits may be suspended due to lack of payment.

Time NOT Worked on Your Time Card

Use the following letters on your time card for the type of leave used.

- H—approved State holidays
- V—annual leave (V stands for Vacation)
- S—sick leave
- PH—personal holiday
- A—administrative leave with prior approval
- LWOP—leave without pay

Filling Out Leave Slips

1. Check TEAMS or USPS. OPS employees do not get paid time off and should not complete leave slips.
2. Today's Date: The date that the leave slip was completed. Annual leave and personal holidays should be approved in advance. Sick leave slips are completed once the employee returns to work.
3. LKL: 532 for FNP employees, 545 for EFNEP employees.
4. Employee's UF ID and Name
5. Division/College: IFAS
6. Department/Section: FYCS
7. Record the beginning date and time and ending date and time of absence. There should be one leave slip for each occurrence of leave. For example, if you take Monday AND Wednesday off, you need two leave slips. But if you take Monday THROUGH Wednesday off for annual leave, you only need one.
8. Check Yes or No as to whether the absence is a Family Medical Leave Act (FMLA)-qualifying event. The right-hand side of the leave slip provides more information about FMLA.
9. Record the total hours absent.
10. Check and record the type and amount of leave.
11. Both you and your supervisor must sign leave slips in ink.

Most Common Mistakes

1. **Extra Hours Worked** Under no circumstances should Program Assistants work more than 40 hours a week. For TEAMS or USPS employees who are part time, this number is less than 40 hours per week.
2. **Addition** In many cases, when we add up your daily time worked, it does not match what you added up for your daily time worked. Please check your addition.
3. **Holidays** Watch out for holidays! Make sure that you do not say that you worked on a holiday if you really didn't. This is best avoided by filling out your time card daily, instead of at the end of the week.
4. **Leave Slips** Often, time on leave slips does not equal leave on the time card. Make sure these match.
5. **Readability** When time cards are faxed they are sometimes hard to read. Write your information very clearly. Press hard with your pen.
6. **Signatures** Timecards and leave slips must be signed by both the Program Assistant and Supervisor. If the Supervisor will not be at the office on the day time cards are due, make arrangements before hand.
7. **Not enough leave** If you do not have enough leave, you will have to take leave without pay (LWOP). We will ask you to fill out a leave slip for LWOP.