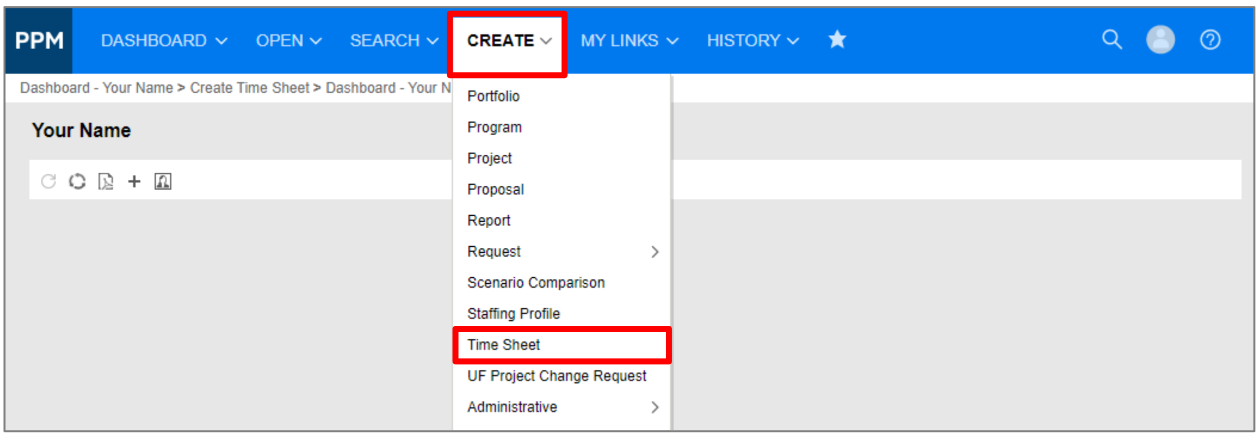
How to Create a Time Sheet in PPM

PPM Time Sheets are used to document and report how much resources specific “Work Items” or “Tasks” utilizes. Each week time sheet needs to be submitted for approval by **noon the following Monday**. If the deadline is missed, a Delinquent Timesheet Report will be generated and sent to the employee’s supervisor(s), as well as managers within their organization unit.

To create your time sheet

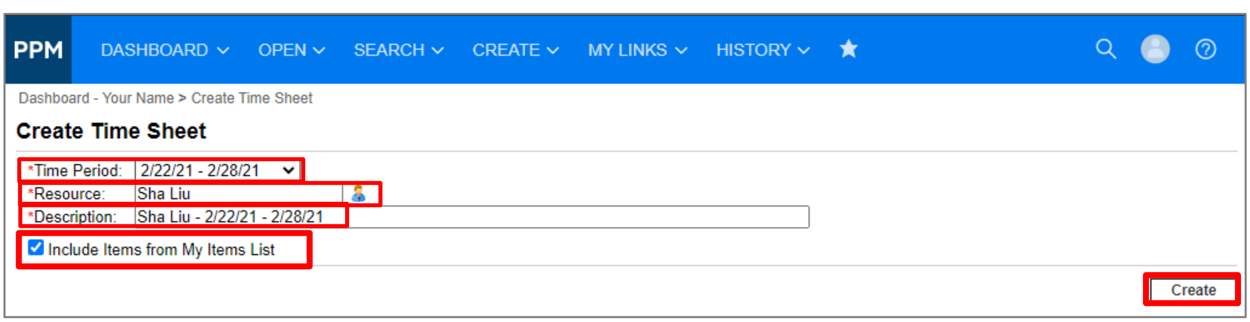
1. Log into PPM at https://ppm.erp.ufl.edu/ with your GatorLink username and password. If you run into any login issues, please contact PPMSupport@ad.ufl.edu.

2. Once you login successfully, click **Create > Time Sheet**.



3. Complete the following fields.
   a. **Time Period.** This is the time period for the new time sheet. The default is the current week.
   b. **Resource.** By default, this field is auto-filled with your name. As a manager or delegate if you need to submit your employee’s time sheet on their behalf, you can select that resource’s name from the list that appears when you click the icon for this field.
   c. **Description.** This provides a detailed description of the time sheet.
   d. **Include Items from My Items List.** This is optional. You can include items from My Items List onto the new time sheet. We recommend checking this option.

   Once all complete, click **Create**.



You now created your first PPM Time Sheet, but you still do not have any items. Please follow *“How to Edit Items in PPM Time Sheets”* instruction for the next step. If you have any questions, please contact PPMSupport@ad.ufl.edu.