How to Edit Items in PPM Time Sheets

Prerequisite: Before you follow this instruction, make sure you have already followed and completed "How to Categorize Your Time" and "How to Create a Time Sheet in PPM" steps.

The **My Items** list contains items that you create and maintain for your convenience on the **My Items** tab.

At the start of each fiscal year (July 1), all PPM users who submit time sheets must switch their **Discovery and Innovation, Managed Work, Overhead, and Run** tasks to the new fiscal year. This involves removing the previous fiscal year tasks from the **My Items or Suggested Items list** (as shown above) and replacing them with the new fiscal year tasks. You will first add tasks from **My Items** list to a new time sheet. Here's how.

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

2. Once you login successfully, open or create a time sheet by selecting **Add Items > Add from My Items/Suggested Items.**

3. Click **Add to 'My Items' > Add Task** to add tasks to My Items list.

4. We can start to add Overhead tasks as an example. Enter "**overhead**" in the Project (Name or Number) field, then use the **TAB** key on your keyboard or use your mouse to click on the project selector icon to the right of the field. This will search/select the project.

5. Each unit has their own Enterprise Projects so select the Project of **Your Org Unit (Research Computing, ICT, etc.)**. Notice the Enterprise Project names in this example end with FY2021.

Click a value to select

Project (Name or Number) contains: `overhead`

Project Manager (Full Name) contains:

Include Complete and Cancelled Projects? ○Yes ●No   Find

Project ▼	Project Name	Manager Name
92535	Research Computing Overhead FY2021	Emily Pfeffer, Sha Liu
92531	Information Security Overhead FY2021	Emily Pfeffer, Sha Liu
92527	ICT Overhead FY2021	Emily Pfeffer, Sha Liu
92523	Enterprise Systems Overhead FY2021	Emily Pfeffer, Sha Liu
92489	CIO Overhead FY2021	Emily Pfeffer, Sha Liu
92487	Business Center Overhead FY2021	Emily Pfeffer, Sha Liu
92484	Academic Technology Overhead FY2021	Emily Pfeffer, Sha Liu

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6. Click **Search**

Add Tasks to 'My Items'

Task Filters

Task Name Contains		*Project (Name or Number):	Project Number
Task Type:	Tasks and Summary Tasks	Project Assigned Resource:	
Task Status:			
Scheduled Start From:		Scheduled Start To:	
Scheduled Finish From:		Scheduled Finish To:	

General Filters

Modified in Last x Days:		Created in Last x Days:	
Include Closed?	○Yes ●No		

Search   Cancel

7. Select the **tasks** you need to document time spent, then click **Add.** (The screenshot is an example; you should choose your own unit Overhead Projects)

8. You will then have your items in My Items list. You could edit your items list by clicking **Remove** or **Add.**

9. **Check** the items that you will record your time > click Add.

You will see your items listed in your Time Sheet.

For the next step please follow "How to Submit Your PPM Time Sheets" instruction. If you have any questions, please contact PPMSupport@ad.ufl.edu.