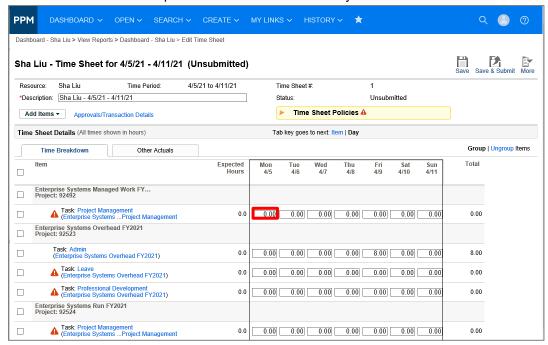
How to Submit Your PPM Time Sheets

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:

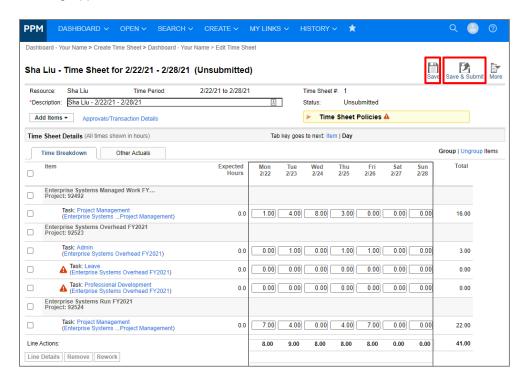
1. Click on the cell for the respective date and task in which you want to edit the amount.



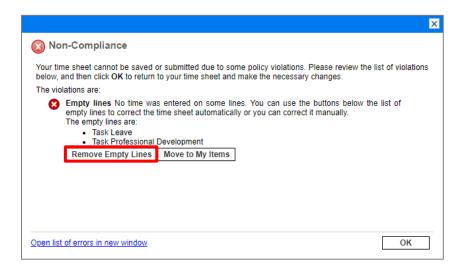
- 2. Enter the number of hours
 - a. If you are a UFIT TEAMS employee, you must enter at least 40 hours per time period.
 - b. Time sheets work in 15-minute increments. So, if you work 2 hours and 7 minutes on a task, you should enter 2. If you work one hour and 15 minutes on a task, you will enter 1.25.

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

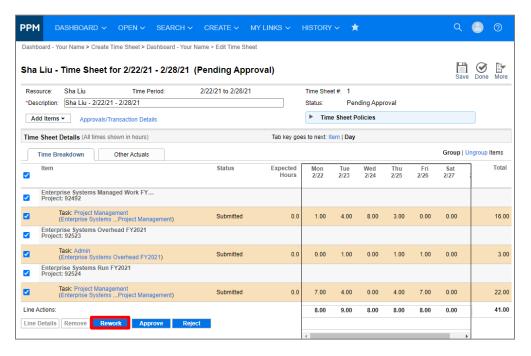
 Click Save to save and keep the time sheet in an Unsubmitted status. Once you complete the time sheet for the time period, click Save & Submit to save and push the time sheet to the Pending Approval status.



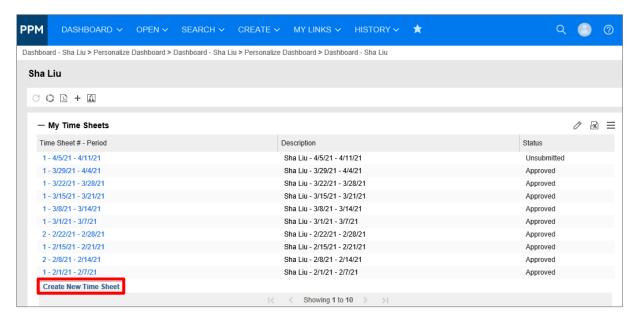
4. For UFIT TEAMS employees if you have any rows with zeros, a popup window will appear when clicking **Save & Submit.** Click **Remove Empty Lines** to remove all empty lines and proceed to the time sheet submission.



5. 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.



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.



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