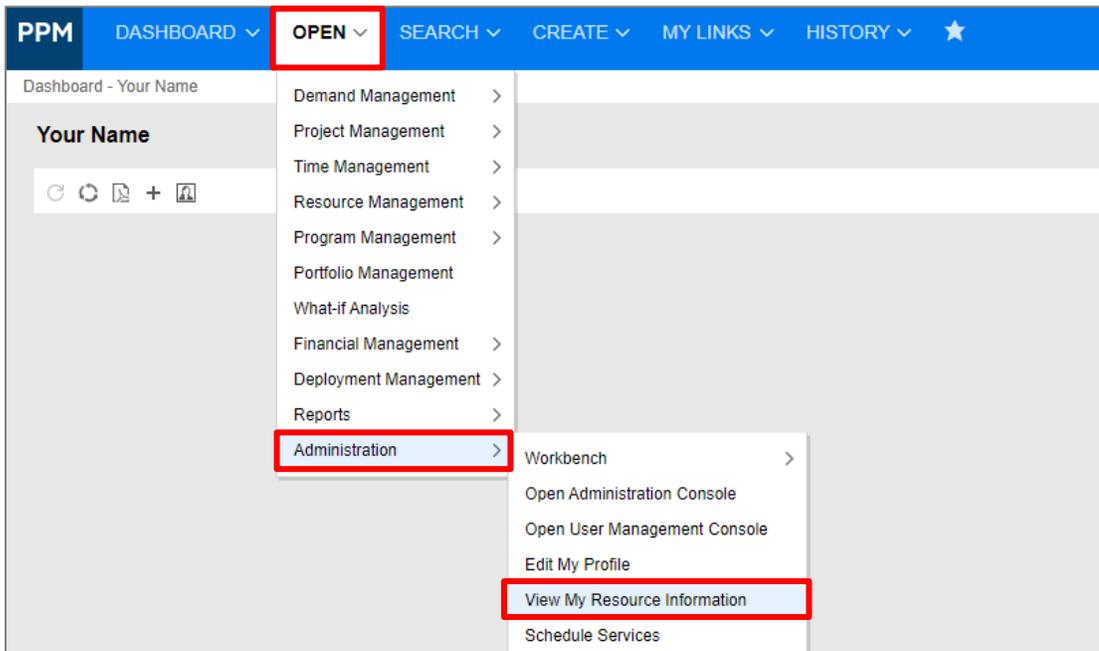


How to Update Your PPM Calendar

PPM Calendar can reflect users' real capacity so that Manager and Project Manager can assign proper tasks and workload for each user. If a full-time employee requests more than 4 hours leave per day, that needs to be entered into the PPM Calendar.

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 **Open** from the top navigation. Select **Administration**, then click **View My Resource Information**.



- Please confirm all information in the **General tab** is correct. If not, please contact PPMSupport@ad.ufl.edu to update your resource info.

Submit New Report > Modify Resource

Modify Resource Save Done Cancel

General | Role / Skill | Calendar | Time Management | Capacity / Load View Audit Trail

General Resource Settings

Full Name: Start Date: 9/6/19 End Date:
 *First Name: Title:
 *Last Name: Department: Enterprise Systems
 Email: @ufl.edu Location: Ayers Building
 Phone Number: Category: TEAMS 12 mo (mirror USPS) Exempt
 Direct Manager: Cost Category: Employee
 Company: University of Florida

Resource will:
 Inherit Region: UFL, from Org Unit: Enterprise Systems
 Use this Region: UFL View

Organization Information			Resource Pool Participation	
Org Unit Name	Type	Manager	Resource Pool	Current Participation (eff. 7/19/19)
ES - Project Management Office	Department	Jim Freymann	ES - Project Management Office	100%
Enterprise Systems	Department	David Gruber	Non-Workload Capacity	0%
Non-Matrixed Organization Units are shown in Bold.			Total	100%

Manage Participation

- Click **Calendar Tab**. Hold **Ctrl** or **Shift** Key on the keyboard to select multiple days which you would like to take off, then choose **Non-Working Day** and select a **reason**. Click **Save**.

Submit New Report > Modify Resource

Modify Resource: Save Done Cancel

General | Role / Skill | **Calendar** | Time Management | Capacity / Load View Audit Trail

February 2021 Jump to: 2020 2022 Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Set selected days to:
 Working Day
 Non-Working Day
 Default from Regional Calendar: UF Calendar (8 hours/day)
 Working Day
 Non-Working Day

Reason: **Vacation** Description: Apply

Save Done Cancel

5. If you would like to change the leave days to normal workday, hold **Ctrl** or **Shift** Key on the keyboard to select multiple days which you would like to take back, then select **Default from Regional Calendar: UF Calendar (8 hours/day)**. Click **Save**.

PPM DASHBOARD ▾ OPEN ▾ SEARCH ▾ CREATE ▾ MY LINKS ▾ HISTORY ▾ ★

Submit New Report > Modify Resource

Modify Resource: Save Done Cancel

General | Role / Skill | Calendar | Time Management | Capacity / Load

View Audit Trail

February 2021 Jump to: 2020 2022 Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Set selected days to:

Working Day

Non-Working Day

Default from Regional Calendar: UF Calendar (8 hours/day)

Working Day

Non-Working Day

Reason: Description: Apply

Save Done Cancel

If you have any questions, please contact PPMSupport@ad.ufl.edu.