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**.

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			Open Administrat	tion Console		
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			Edit My Profile			
			View My Resource	ce Information		
			Schedule Service	es		

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

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4. 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**.

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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**.

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