

# Quick Reference Guide – Employees

<https://my.ufl.edu> Access the Navigation bar [3 lines upper right] > (then follow the steps below)

## **Enter Time**

Main Menu → My Self Service → Time Reporting → Report Time → Timesheet

## **Review Paycheck**

Main Menu → My Self Service → Payroll and Compensation → View Paycheck

## **Check Leave Usage and Balances**

Main Menu → My Self Service → Payroll and Compensation → UF Leave History

## **Change Address**

Main Menu → My Account → Update My Directory Profile

## **Enter / Update Emergency Contact**

Main Menu → My Account → Update Emergency Contact

## **Benefits Summary**

Main Menu → My Self Service → Benefits → Benefit Summary

## **Training Dashboard / Transcript of training taken**

Main Menu → My Self Service → Training and Development → myTraining (which opens a new window)

## **Change Direct Deposit Information**

Main Menu → My Self Service → Payroll and Compensation → Direct Deposit

## **Change W-4 Information**

Main Menu → My Self Service → Payroll and Compensation → W-4 Tax Information

## **Print W-2**

Main Menu → My Self Service → Payroll and Compensation → View W-2/W-2c Forms

## **Summary of Annual Earnings & Deductions**

Main Menu → My Self Service → Payroll and Compensation → UF Employee Year End Statement

## **Security Roles – Find out what security roles you have**

Main Menu → My Account → My Roles