**College of Pharmacy** 101 South Newell Drive

 Department of Pharmacotherapy and Translational Research HPNP Bldg. 212, Rm 3309

 PO Box 100486

 Gainesville, FL 32610-0486

 352-273-6236

 352-273-6242 Fax

Welcome to the Department of Pharmacotherapy and Translational Research (PTR), College of Pharmacy, University of Florida. The department is proud of its national reputation as a leader in the areas of pharmacy practice, education and clinical research. We are excited to have you as part of our team.

Our administration’s goal is that each employee has a smooth and expedient transition into their assignment. Please feel free to contact the Department’s Office Manager, Susan Griffith, at 352-273-6238 or email at griffith@cop.ufl.edu if you have any additional questions regarding personnel appointments or payroll.

**The following provides guidance on how to enter and adjust time for an Other Personnel Services hourly employee’s pay*.***

Other Personnel Services (OPS) hourly non-exempt employees must enter time worked each pay period. OPS clerical/non-clerical classifications are not eligible for leave; therefore employees in this classification are not eligible for pay on missed workdays. Employees can arrange with their supervisor to work extra upon their return to work. However, the College of Pharmacy (as well as PTR) has a strict overtime policy. Employees must be careful not to work overtime (more than 40 hours from Friday – Thursday) unless they have obtained prior written approval (e-mail is acceptable) from their supervisor before working any overtime.

University of Florida pay periods consist of two weeks which run from Friday-Thursday each. Checks are issued a week and a day after the pay period closes (the following Friday). Employees must ensure that their hours are entered correctly and on time. ***The department requires that employees have all their hours entered into the system on the Tuesday before the pay period ends, in order to avoid employees missing pay.*** ***If anything unexpected occurs (illness, change in hours for the day), you can always make changes later and the system will calculate the hours/pay accordingly***. ***If employees do not enter time, they will miss pay*.**