

Overview

9-month and 10-month employees (Faculty, Graduate Assistants and TEAMS) will be put on short work break in myUFL for the Summer 2019 semester. The effective dates for the short work break are:

- 9-month eligible employees: May 16, 2019
- 10-month eligible employees: June 4, 2019

Department reports showing eligible employees are available for review and the procedure is given in this guide. Time reporting will be inactivated for the short work break period. Departments still need to review their employees to ensure they are not paid beyond the end of the Spring 2019 semester.

Important Dates

1. **Log on** to myUFL using your Gatorlink username and password
2. **Navigate** to Enterprise Reporting > Access Reporting > Human Resources Information > Workforce
3. Information > Short Work Break
4. Enter your **Department ID or Department Name**
5. Click **Search**
6. In the Results box select **Department**
7. Click **Insert**
8. In the Choices box select **Department**
9. Click **Finish**
10. View Report

If any employee on the report is **not scheduled to be employed** beyond the dates (5/15 for 9-month and 6/3 for 10-month employees) then a termination with the correct action and reason code must be submitted via Change Employment Status ePAF.

If no action is taken the employee's job data will automatically be updated with a new job row to reflect a Short Work Break action/reason with the effective date of 5/16 (for 9-month employees) and 6/4 (for 10-month employees). This process will be completed during the weekend of April 12, 2019.

Departments can view the new job row in Job Data from April 15, 2019.

Employees will be automatically returned from Short Work Break before the start of Fall semester and information regarding this process will be available nearer that time

Additional Help

Please contact Human Resource Services on (352) 392-2477.