Preparing for 2019 Fiscal Year End Leave Processes

This guide describes the year-end process for several leave-related issues during the fiscal year. Instruction is provided that describes the timeline and cashout process for accrued special and overtime compensatory leave. This guide also provides information about the expiration of unused personal holidays (USPS) and personal leave days (TEAMS, eligible Faculty). The UF fiscal year ends June 30.

Personal Holidays (USPS)

USPS employees must use their personal holidays—in full-day increments—on or before the end of the fiscal year. Unused personal holidays awarded but unused within the fiscal year will expire on June 30. The new fiscal year personal holidays for USPS employees will be awarded July 1 and available for use after July 15, 2019.

December Personal Leave Days (TEAMS and Eligible Faculty)

TEAMS employees or eligible faculty with unused personal leave days will lose those days if they are not used on or before the end of the fiscal year. Personal leave days may be used in less than full-day increments. Personal leave days awarded but unused will expire on June 30 and are awarded in December each year.

Special and Overtime Compensatory Leave Cash-Out

All special and overtime compensatory leave balances as of **May 30, 2019** will be cashed out due to the end of the fiscal year. Employees may use overtime and special compensatory leave through June 30, but it must be entered into the myUFL system by 5 p.m. on **May 30, 2019**. Additionally, in keeping with past practice, employees may be required to use accrued compensatory leave prior to the cash out to minimize compensatory leave cash-out payments.

A report is available that indicates which employees have accrued compensatory leave. To access this report, you must have the security role of UF_TL_DEPT_PROCESSOR.

- Log into the system via the myUFL portal, using your GatorLink user ID and password (http://my.ufl.edu)
  - Navigate to Enterprise Reporting > Access Reporting > Human Resources Information > Benefits Information > Leave > Leave Accruals, Usage, and Balances by Pay Period, Department – COMP ONLY

If an Employee Will Be Using Accrued Compensatory Leave

As noted above, employees may use accrued overtime and special compensatory leave through June 30, but it must be entered into the myUFL system by 5 p.m. on **May 30, 2019**.

The compensatory leave should be entered accurately for the future date on which the employee will be absent from work using the Elapsed Timesheet. The employee should enter a future "Week Beginning Date," click "Refresh Date," and then enter the number of compensatory leave hours (along with the proper Time Reporting Code) on the projected date.

See the appropriate instruction guide for Entering Time.

- **Navigate** to My Self Service > Time Reporting > Report Time > Timesheet

- Non-exempt employees: Begin with a new, blank line
  - Input the **compensatory leave hours** to be used and then select the appropriate leave type from the **Time Reporting Code** drop-down window
  - Click **Submit**
  - Review the confirmation screen and click **OK**

- Exempt USPS employees
  - You will see a default schedule applied with a blank Time Reporting Code (TRC) field—**change it to the TRC for your regular work hours**
  - Adjust the hours on the line with your regular schedule to reflect the actual hours worked
  - Click **Add a New Line** to input your compensatory leave to be used
  - Input the compensatory leave hours to be used and then select the appropriate leave type from the **Time Reporting Code** drop-down window
  - Click **Submit**
  - Review the confirmation screen and click **OK**

Note that compensatory leave use should be reflected on the accurate date, however, it must be entered into the myUFL system by 5 p.m. on **May 30, 2019**.

Additional Help

Payroll and Tax Services 352-392-1231
payrollhelp@admin.ufl.edu
http://www.fa.ufl.edu/departments/payroll-tax-services/

UFHR Benefits: 352-392-2477
central-leave@ufl.edu
https://benefits.hr.ufl.edu