Reporting December Leave Cash Out

All eligible TEAMS employees who are cashing out up to 16 hours of vacation leave this year will do so via the "Elapsed Timesheet" screen for the pay period ending 11/16/17. **The December Leave Cash Out must be entered by employees no later than midnight on 11/14/17 AND approved by supervisors no later than the deadline of 10 am on 11/15/17.**

To be eligible, the TEAMS employee must have at least 40 hours of accrued vacation leave after the cash out (includes any vacation leave used in that pay period).

**It is the department’s responsibility to ensure that no more than 16 hours are cashed out and that 40 hours remain on balance after the cash out.**

Questions? Please contact your department’s payroll processor or email Central Leave.

**Navigation**

1. Log into the system via the myUFL portal, using your GatorLink user id and password ([http://my.ufl.edu](http://my.ufl.edu)).
2. Navigate to Human Resources > My Self Service > Time Reporting > Report Time > Timesheet

**Process**

3. It is recommended that TEAMS employees use the work week beginning 11/3/17, as this work week has no holidays to enter. If this work week does not automatically appear, type in the Week Beginning Date of 11/3/17 and click the Refresh Timesheet or use the Previous Week or Next Week links.
4. Follow the instructions below for reporting the cash out. This is an example for a full time TEAMS Exempt (salaried) employee. The second line is also appropriate for nonexempt (hourly) employees.

5. On **Line 1**: Because this employee is EXEMPT, he/she entered 40 hours of time worked here **Nonexempt (hourly) employees would NOT enter their time worked via the Elapsed Timesheet screen.** They would, instead, report their time as usual via Timesheet or Web Clock. **For nonexempt employees, therefore, only line 2 in this example would be reported**

6. Click Add a New Row button, if needed
7. On Line 2: 16 hours of vacation to be cashed out using the 280-December Vacation Cashout DLC time reporting code (TRC). This should be indicated on a date on which there is no other work or time to be recorded. **Best practice: Use a weekend or other non-scheduled workday**

10. Click Submit
11. Review the confirmation screen and click OK
Notes:

- The December Leave Cashout will process on the November 22, 2017 paycheck.
- The pay period specified (11/3 to 11/16) is the only period the December Vacation Cashout TRCs can be used – the TRC code is "locked" before November 6 and after midnight on November 14.
- In addition to the general TRC used in the example above (280-DLC), there are specific TRCs for use by nonresident aliens (NRAs): DL8-NRA 18, and DL9-NRA 19. Employees should select correctly.
- This process must be used by both nonexempt and exempt TEAMS employees who are participating in the cash out.
- Supervisors should determine if participating employees are eligible before approving the TRCs. If employees are eligible, supervisors are required to approve the requested cash outs.
- The December Leave Cashout TRC requires supervisor approval by 10 am on November 15. 

  Approvals after 10:00 am on 11/15 are not eligible for the December Leave Cashout. No late entries or exceptions are permitted.

Additional Help

Leave Administration: 352-392-2477  
central-leave@ufl.edu  
http://hr.ufl.edu/leave/default.asp

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

Further resources are available at: http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.