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 11/15/18. **The December Leave Cash Out must be entered by employees no later than midnight on 11/13/18 AND approved by supervisors no later than the deadline of 10 am on 11/14/18.**

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).

2. Navigate to **Nav Bar > Main Menu > Human Resources > Self Service > Time Reporting > Report Time > Timesheet.**

3. It is recommended that TEAMS employees use caution when recording DLC hours, as both weeks within the payroll period have holidays (UF Homecoming is on Friday, 11/02/2018 and Veterans’ Day is on Monday, 11/12/2018). It may be helpful to record the hours on a weekend if the employee typically works a Monday-Friday schedule.

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, only line 2 in this example would be reported.**

6. Click **Add a New Row** button, if needed.

7. On **Line 2:** Enter 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 21, 2018 paycheck.

- The pay period specified (11/02/2018 to 11/15/2018) is the only period the December Vacation Cashout TRCs can be used – the TRC code is “locked” before November 5 and after midnight on November 13.

- 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 14, 2018. Approvals after 10:00 am on 11/14/2018 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
https://benefits.hr.ufl.edu/time-away/

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: https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/.