

## Overview

9-month and 10-month employees (Faculty, Graduate Assistants and TEAMS) will be put on short work break in myUFL for the Summer 2021 semester. The effective dates for the short work break are:

- 9-month eligible employees: May 16, 2021
- 10-month eligible employees: June 1, 2021

## Reviewing Employees Eligibility

Use the **Short Work Break - Return From Break** Report to review the eligibility of the department's employees. This will ensure ineligible employees are not paid beyond the end of the Spring 2021 semester. During the short work break, time reporting is inactivated.

### Navigation to Report

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

## Employees Terminating at the End of Spring

If any employee on the report is **not scheduled to be employed** beyond the short work breaks dates (5/15 for 9-month and 5/31 for 10-month employees), then a termination with the correct action and reason code must be submitted via a Change Employment Status ePAF.

## Employees Returning for Fall Semester

Returning employees will automatically have a new job row added in job date that reflects a Short Work Break action/reason with the effective date of 5/16 (for 9-month employees) and 6/1 (for 10-month employees). This process will be completed during the week of May 14, 2021.

- Departments can view the new job row in Job Data from May 17, 2021.
- Employees will be automatically returned from Short Work Break before the start of Fall semester.

## Additional Help

Please contact UF Human Resources at (352) 392-2477.