# 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 11/09/23. **The December Leave Cash Out must be entered by employees no later than midnight on 11/08/23 AND approved by supervisors no later than the deadline of 10 am on 11/09/23.**

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.

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**Navigation**

1. Log into the system via the myUFL portal (http://my.ufl.edu), using your GatorLink user ID and password.

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

3. It may be helpful to record the hours on a weekend if the employee typically works a Monday-Friday schedule.

   Option 1: Enter 8 hours (DLC) on Saturday (11/4) and 8 hours (DLC) on Sunday (11/5)

   From Friday 11/03/2023 to Thursday 11/09/2023 ⑦

   | Fri 11/3 | Sat 11/4 | Sun 11/5 | Mon 11/6 | Tue 11/7 | Wed 11/8 | Thu 11/9 | Total | Time Reporting Code |
   |---|---|---|---|---|---|---|---|---|
   | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | | 115-Regular TEAMS (S) - TMS |
   | | 8.00 | 8.00 | | | | | | 280-December Vacation Cashout - DL |

   Option 2: Enter 16 hours (DLC) on Saturday (11/4)

   From Friday 11/03/2023 to Thursday 11/09/2023 ⑦

   | Fri 11/3 | Sat 11/4 | Sun 11/5 | Mon 11/6 | Tue 11/7 | Wed 11/8 | Thu 11/9 | Total | Time Reporting Code |
   |---|---|---|---|---|---|---|---|---|
   | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | | 115-Regular TEAMS (S) - TMS |
   | | 16.00 | | | | | | | 280-December Vacation Cashout - DL |

   Option 3: Enter 16 hours (DLC) on Sunday (11/5)

   From Friday 11/03/2023 to Thursday 11/09/2023 ⑦

   | Fri 11/3 | Sat 11/4 | Sun 11/5 | Mon 11/6 | Tue 11/7 | Wed 11/8 | Thu 11/9 | Total | Time Reporting Code |
   |---|---|---|---|---|---|---|---|---|
   | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | | 115-Regular TEAMS (S) - TMS |
   | | | 16.00 | | | | | | 280-December Vacation Cashout - DL |

4. Follow the instructions below for reporting the cash out. This is an example for a full time TEAMS Exempt (salaried) employee. The first line is also appropriate for nonexempt (hourly) employees.

5. On **Line 1**: Because this employee is EXEMPT, he/she/they entered **40 hours** of time worked using the **TMS – 115 Regular TEAMS** Time Reporting Code (TRC).

   - **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 lines 1 and 2 in this example would be reported.

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

7. On **Line 2**: Enter 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.

8. Click **Submit**.

9. Review the confirmation screen and click **OK**.

**Notes:**

➢ The December Leave Cashout will be paid on the November 17, 2023 paycheck.
➢ The pay period specified (10/30/2023 to 11/08/2023) is the **only** period the December Vacation Cashout TRCs can be used – the TRC code is "locked" before October 30th and after midnight on November 08.
➢ 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 9, 2023.** *Approvals after 10:00 am on 11/9/2023 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://benefits.hr.ufl.edu/time-away/

Payroll and Tax Services: 352-392-1231
Payroll-Services@ufl.edu
https://www.fa.ufl.edu/departments/payroll-services/

Further resources are available at: http://learn-and-grow.hr.ufl.edu/toolkits-resource-center/.