

View Leave Balances

The three ways to view leave balances in myUFL (<http://my.ufl.edu>) for current employees are provided below.

VIEW VIA SELF-SERVICE STATEMENT

1. Navigate to **NavBar > Main Menu > My Self Service > Payroll and Compensation > View Paycheck**
2. Leave balances are displayed in the bottom left corner of the statement

LEAVE	Beg Balance	Additions	Deductions	End Balance
Vacation	290.470	6.769	0.000	297.240
Sick Leave	195.143	4.000	0.000	199.143

VIEW VIA UF LEAVE HISTORY

1. Navigate to **NavBar > Main Menu > My Self Service > Payroll and Compensation > UF Leave History**
2. This screen displays sick and vacation leave balances for the current pay period
3. To view balances for an earlier pay period, click the **Pay Period End Date** dropdown box

Pay Period End Date	2021-11-25	Click dropdown box to view a different pay period.			
Hours earned, used, and adjusted for the pay period selected					
Leave Type	Beginning Balance	Earned	Used	Adjusted	Ending Balance
Sick	195.140	4.000	0.000	0.000	199.140
Vacation	290.470	6.770	0.000	0.000	297.240
TMSFac Per	0.000	0.000	0.000	32.000	32.000
PFL	0.000	0.000	0.000	0.000	0.000

VIEW VIA TIMESHEET

1. Navigate to **NavBar > Main Menu > My Self Service. > Time Reporting > Report Time > Timesheet**
2. Click on the **Leave/Compensatory Time** tab

Actions - Earliest Change Date 09/02/2022

I UNDERSTAND that the below hours may not accurately reflect my actual daily hours but represent the weekly (Friday – Thursday) total. By submitting my time, I agree that my total actual hours meet or exceed total time reported.

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 07/11/2022 Reported Hours 40.00 Punch Timesheet

Reported time on or before 07/28/2022 is for a prior period.

From Monday 07/11/2022 to Sunday 07/17/2022 ?

Mon 7/11	Tue 7/12	Wed 7/13	Thu 7/14	Fri 7/15	Sat 7/16	Sun 7/17	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00			40.00	

Reported Time Status | Summary | **Leave / Compensatory Time** | Exceptions | Payable Time

Leave and Compensatory Time Balances ?

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	50 Sick	329.80	0	99999.000	
Leave	51 Vacation	114.55	0	99999.000	
Leave	52 TEAMS Faculty Personal Days	0.00	0	32.000	
Leave	5I Paid Family Leave	0.00	0	320.000	
Leave	5X UF Sick Leave Pool	0.00	0	480.000	

FOR ADDITIONAL ASSISTANCE

Payroll and Tax Services

352-392-1231

Payroll-Services@ufl.edu

<http://www.fa.ufl.edu/departments/payroll-tax-services/>

HRS Benefits

352-392-2477

central-leave@ufl.edu – for leave inquiries

<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#)