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

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>Beg Balance</th>
<th>Additions</th>
<th>Deductions</th>
<th>End Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>290.470</td>
<td>6.769</td>
<td>0.000</td>
<td>297.240</td>
</tr>
<tr>
<td>Sick</td>
<td>195.143</td>
<td>4.000</td>
<td>0.000</td>
<td>199.143</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Leave earned, used, and adjusted for the pay period selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Type</td>
</tr>
<tr>
<td>Sick</td>
</tr>
<tr>
<td>Vacation</td>
</tr>
<tr>
<td>TMSFac Per</td>
</tr>
<tr>
<td>PFL</td>
</tr>
</tbody>
</table>

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
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**

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