[Reporting December Leave Cash Out]

All eligible TEAMS employees who are cashing out up to 16 hours of vacation leave this December will do so via the “Weekly Elapsed Time” screen during the 11/11 to 11/24 pay period. To be eligible, the TEAMS employee must have at least 40 hours of accrued vacation leave after the cash out (along with 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 call Leave Administration at (352) 392-2477.

- Log into the system via the myUFL portal, using your GatorLink user id and password [http://my.ufl.edu](http://my.ufl.edu).
- Navigate to My Self Service > Time Reporting > Report Weekly Elapsed Time
- Ensure the screen displays the correct week beginning with 11/18/2011
  - If not, type in the Week Beginning Date of 11/18/2011 and click the Refresh Date button
- Follow the instructions below for reporting the cash out. This is an example for a full time exempt TEAMS employee. The first two lines are also appropriate for nonexempt (hourly) employees

![Image of weekly elapsed time screen]

- On Line 1: 8 hours of holiday on 11/24/11 (the first day of the Thanksgiving holiday)
- Click Add a New Line
- On Line 2: 16 hours of vacation to be cashed out using the 280-December Vacation Cashout 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
- Click Add a New Line
- On Line 3: Because this employee is EXEMPT, he/she entered 32 hours of time worked here. Nonexempt (hourly) employees would NOT enter their time worked via the Weekly Elapsed screen. They would, instead, report their time as usual via Weekly Punch or Web Clock. For nonexempt employees, therefore, only lines 1 and 2 in this example would be reported
- Click Save
- Review the confirmation screen and click OK

Note:
- The pay period specified is the only pay period the December Vacation Cashout TRCs can be used.
- 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.
- TEAMS exempt employees do not normally report holidays. However, if an employee alters his or her normal schedule for the week in which a holiday occurs, the holiday must be entered on a new line.
- The December Vacation Cashout TRC requires supervisor approval. 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.