

## 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 **11/20/25**. The December Leave Cash-Out (DLC) must be entered by employees no later than **midnight on 11/17/25** AND approved by supervisors no later than **the deadline of 10 am on 11/18/25**.

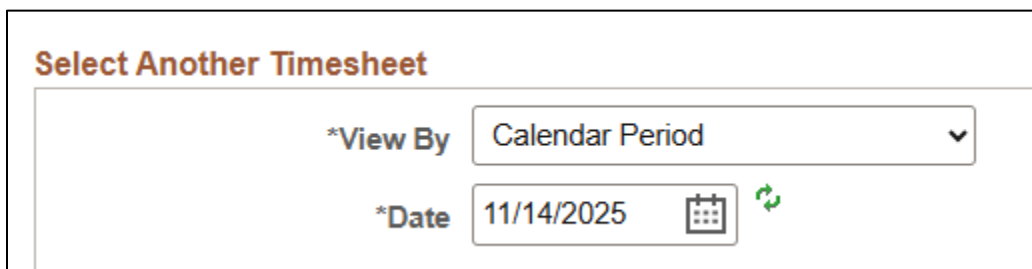
To be eligible, the TEAMS employee must have at least 40 hours of accrued vacation leave after the cash-out (includes any vacation leave used in that pay period). Does not include future accruals.

**Note:** 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.

If you have questions, please contact your department's payroll processor or email [Central Leave](#).

### Navigation

1. Log into the system via the [myUFL Portal](#), using your GatorLink user ID and password.
2. Navigate to **Nav Bar > Main Menu > Human Resources > Self Service > Time Reporting > Report Time > Timesheet**.
3. In the **Select Another Timesheet** section, set the **View By** dropdown to **Calendar Period** and the **Date** to **11/14/2025**.



The screenshot shows a web form titled "Select Another Timesheet". It contains two fields: "\*View By" with a dropdown menu currently showing "Calendar Period", and "\*Date" with a text input showing "11/14/2025". To the right of the date field is a calendar icon and a green circular refresh icon.

**Note:** The best practice is to record DLC hours on a weekend or other non-scheduled workday. If the employee typically works a Monday–Friday schedule, this could mean entering 8 hours (DLC) each for Saturday (11/15) and Sunday (11/16), or 16 hours on either day.

### Reporting the Cash-Out

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.

**Note:** The example screenshots below have been cropped for accessibility purposes; your time sheet will show the full calendar period.

4. 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.

| From Friday 11/14/2025 to Thursday 11/20/2025 ? |              |              |                             |
|-------------------------------------------------|--------------|--------------|-----------------------------|
| Fri<br>11/14                                    | Sat<br>11/15 | Sun<br>11/16 | Time Reporting Code         |
| 8                                               |              |              | TMS - 115-Regular TEAMS (S) |

5. Click the **Add a New Row** button, if needed, to enter DLC time. Add more rows to make any other time adjustments for the pay period.

|                               |   |   |
|-------------------------------|---|---|
| Time Reporting Code           |   |   |
| TMS - 115-Regular TEAMS (S) ▼ | + | — |

6. 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.

| From Friday 11/14/2025 to Thursday 11/20/2025 ? |              |              |                             |
|-------------------------------------------------|--------------|--------------|-----------------------------|
| Fri<br>11/14                                    | Sat<br>11/15 | Sun<br>11/16 | Time Reporting Code         |
| 8                                               |              |              | TMS - 115-Regular TEAMS (S) |
|                                                 | 8            | 8            | DLC - 280-December Vacation |

**Note:** For nonexempt employees, only lines 1 and 2 in this example would be reported.

7. Make any other time adjustments on new rows if needed and click **Submit**.
8. Review the confirmation screen and click **OK**.

**Notes:**

- The December Leave Cash-Out will be paid on the **November 26, 2025** paycheck.
- The pay period specified (11/7/2025 to 11/20/2025) is the only period the December Vacation Cashout TRCs can be used; the TRC code is locked before **November 10, 2025** and after **midnight on November 20, 2025**.
- 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.

**Warning:** The December Leave Cashout TRC requires supervisor approval by **10 am on November 18, 2025**. **Approvals after 10:00 am on 11/18/2025 are not eligible for the December Leave Cash-Out.** No late entries or exceptions are permitted.

**Additional Help**

- [Leave Administration:](#)
  - 352-392-2477
  - [central-leave@ufl.edu](mailto:central-leave@ufl.edu)
- [Payroll and Tax Services:](#)
  - 352-392-1231
  - [Payroll-Services@ufl.edu](mailto:Payroll-Services@ufl.edu)
- [Other available resources.](#)