UF Office of Human
Resource Services
*Training and Organizational
Development*
UNIVERSITY *of* FLORIDA

Leave Cash-Out

The Leave Cash-Out ePAF is used to initiate a request for payment to an employee for their accrued unused leave. Employees must have a qualifying reason to cash out leave (for example, termination of employment).

Use this instruction guide for:
- ✓ Leave cash-outs that accompany an approved termination or retirement
- ✓ An employee moving from one UF department to another for cash-out of overtime or special compensatory leave
- ✓ An employee moving from a leave-accruing position to a non-leave accruing position
- ✓ An employee entering the Deferred Retirement Option Program (DROP)

Because a leave cash-out ePAF cannot be generated at the same time as other ePAF's, leave cash-out ePAFs should be generated **after** a termination or retirement has been approved. However, when an employee moves from one department to another, initiate the leave cash-out **before** the move, then the new department will initiate the transfer job action. After the ePAF has been approved by all appropriate core offices, payment (in a form of paper check) will be made to the employee.

Please note the electronic signature on the Leave Cash-Out form. When you check the box next to Leave Review Acknowledgement, you certify that the employee's leave records have been reviewed.

The chart below gives clarification on where cash-out costs will be charged to, with regard to the Fringe Benefits Pool.

	Department	Fringe Benefits Pool
Vacation Cash Out		✓
Sick Leave Cash Out		✓
Sick Leave Pool Payments		✓
DROP Cash Out		✓
OT Comp Cash Out	✓	
Special Comp Cash Out	✓	
December Leave Cash Out		✓

Security Roles
You will need the following security roles to perform the actions described in this guide:
- ✓ **UF_EPAF_Department Admin** or **UF_EPAF_Level 1 Approver**

Before You Begin

- ▶ Submit any employee's leave adjustments and ensure these are posted and reflected in balances
- ▶ Employees can cash out vacation hours up to individual pay plan maximums upon joining DROP. If the leave cash out reason is completion of DROP, the employee's record should be reviewed to verify whether, and how much, vacation was cashed out when the employee joined DROP. If less than the maximum was cashed out upon joining, any remaining hours of eligibility must be cashed out when the employee separates from the university

Navigation:

1. Log into myUFL (http://my.ufl.edu) using your GatorLink account
2. Navigate to **Nav Bar > Main Menu > UF Departmental Administration > ePAF Home Page**
3. Click **Start a New ePAF**
4. Click **Submit Leave Cash-Out**

Select an Employee

5. Search for the employee by entering:
6. The last name in the **Last Name** field, **or**
7. UFID in the **EmplID** field.
8. Click Search

Personal Info Section

9. Make sure all the information displayed is correct and that you have selected the right employee.
10. If you do not see anything displayed, click on the small triangle next to the words "Personal Info" in the blue stripe at the top to display that section.

Form Data Section

11. Enter the **Effective Date** of the cash-out which should be the same date as the job action in job data (see Human Resources > Workforce Administration > Job Information > Job Data)
12. Select the **Reason** for the cash-out from the drop-down list. Note: if the reason is "Death," check the Beneficiary Payment checkbox. If the employee is a federal employee, check the Federal Employee checkbox
13. Enter the correct number of hours in the **Vac Cash Amount** field:
    - ▶ 100% of vacation leave when disbursing Beneficiary Payment due to death
    - ▶ Up to 352 hours of vacation leave for employees covered by the UFF collective bargaining unit agreement
    - ▶ Up to 200 hours of vacation leave for TEAMS, USPS, and out-of-unit faculty.

> Note: These fields require an input of hours, not percentage nor dollar amounts. Only the plan types that contain a leave balance will be enabled. Please note the leave balances displayed on the ePAF form will not change after the form has been submitted even though adjustments may have been made.

14. Enter the correct number of hours in the **SpcCmp Cash Amount** field if there is a balance
15. Enter the correct number of hours in the **OTComp Cash Amount** field if there is a balance
16. Enter the correct number of hours in the **Sick Cash Amount** field:
    Eligibility for sick leave cash-out only applies to In-Unit Faculty hired before April 1, 2010 who have at least 10 years of creditable service with UF. If the employee was hired at UF prior to January 7th, 2003, time worked at another state agency or institution may count toward the 10-year service requirement.
    ▸ 25% of sick leave, up to 1920 hours (maximum payment of 480 hours), for **employees covered by the UFF collective bargaining unit agreement, regardless of the reason for separation.**
    ▸ To view the number of years in service go to Human Resources > Workforce Administration > Job Information > Job Data > Employment Data

Form Data

*Effective Date:	03/30/2012	eForm ID: 492707
*Cash-Out Reason	Transfer	
Vac Cash Amt	0.000 Vac Leav Bal	163.375
SpcCmp Cash Amt	2.500 SpcCmp Leav Bal	2.500
OTComp Cash Amt	8.250 OTComp Leav Bal	8.250
Sick Cash Amt	0.000 Sick Leav Bal	203.750

☐ Federal Employee   ☐ Beneficiary Payment

> **Note**: The number of hours entered must match balance displayed or notation must be made in the comments box. Leave Administration Office will verify the total number of years in service.

		Instruction Guide

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Form Messages

17. In the **Form Messages** section, read the **Leave Review Acknowledgement** description and check the checkbox to accept the terms.

Comments

18. In the **Comments** section,
   ▶ Enter comments regarding the cash-out but do not enter any confidential medical information.
   ▶ As OTComp and SpecialComp continue to be charged to the Department, enter the Earnings Account Code(s) in the Comments Section (see below Fig 1.)
   ▶ Click **Submit**
   ▶ Click **Yes** on the confirmation page to send ePAF to approval process

Form Messages

		Message Text	Description
☐	⚠	Leave Review Acknowledgment	I certify that the employee's leave records have been reviewed for the employment dates indicated and that the amount of leave to be cashed out is complete and accurate in keeping with appropriate UF regulations.

Comments

Your Comment:

Earnings Account Code (EAC) for OT Comp
cash out = 001543

[<< Previous]   [Submit]

Comment History:

As OTComp/Special Comp cannot be cashed out from the Fringe Benefits Pool, the funds for the cash out (Earnings Account Codes) must be entered in the Comments section

Additional Help

Further resources are available at http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp.

Click here to view Leave Entitlements chart.