UF Human Resources

UFHR Forum

November 4, 2026



Agenda

- University Benefits
- Overtime Compensatory Leave
- Accelerated HR Deadlines
- Employee Education Program (EEP)
- Important Dates

University Benefits

Nadja Schimmel-Cruz

December Vacation Leave Cashout

TEAMS employees may cash out up to 16 hours (per FTE) of vacation leave between Monday, November 9th and Tuesday, November 17, 2026.

***Note this is an accelerated payroll closing.

No late entries or exceptions will be permitted:

- Please have employees must enter time in their timesheets before midnight on 11/16.
- Time approvals must be completed by 11/17 at 10 a.m.

Cashout will be on the November 25th paycheck

Instruction Guide

Questions? (352)392-2477 or central-leave@ufl.edu.

Open Enrollment Updates

Open Enrollment Deduction Timing:

- State of Florida Open Enrollment changes will be reflected in the December 11th paycheck.
- UFSelect and FSA/HSA deductions will be reflected in the January 8th paycheck.
- Employees moving from UF (deductions in the month of coverage) to the State (deductions a month in advance) may see two deductions in December due to the transition in coverage timing.

PeopleFirst Downtime

People First System Downtime: December 23, 2026 – January 8, 2027

- The State of Florida is transitioning to a new system, requiring scheduled downtime for People First.
- System Downtime: People First will be unavailable beginning **Wednesday, December 23, 2026, at 5:00 p.m**. EST, and is expected to be available again **Friday, January 8, 2027, at 8:00 a.m. EST**.
- Any changes made during Open Enrollment for 1/1/2027 will not be impacted.
- New Hires & Qualifying Status Changes: Employees being hired in late December or experiencing a Qualifying Status Change with a deadline during the downtime should contact People First directly for guidance.
- ID Cards: Employees whose coverage begins January 1 may experience delays receiving their insurance ID cards.
- Need Assistance? The People First call center is expected to remain open during the downtime. The State has advised that eligible changes submitted during this period will be honored once the system is available again on January 8.

Overtime Compensatory (OT Comp) Leave

Shannon Edwards

Overtime Comp Cashout

- All **Overtime Comp** balances will need to be cashed out on the 12/24/2026 paycheck (no exceptions).
- Starting 12/4/2026, **Overtime Comp** will no longer be accrued and will be cashed out on the eligible employee's bi-weekly paycheck.
- Review employee accruals in Enterprise Reporting Leave Accruals, Usage & Balance by Pay Period.
- Employees can enter overtime comp time through 12/3/2026 and then the Time Reporting Code will be turned off.
- Sworn law enforcement covered under the collective bargaining agreement (CBA) further discussions with the PBA is occurring.
- Beginning next week, Central Leave will communicate directly with impacted employees and provide guidance on the process.

Employment Operations & Records

Rachel Blue

Accelerated HR Deadlines

With the holidays fast approaching, please be aware of the accelerated HR deadlines UF will be experiencing in the months of November and December.

1. **November 10th:** accelerated HR deadline for ePAF transactions to be paid out on the November 25th paycheck; Time & Labor closes on Tuesday, November 17th this pay period.
2. **December 9th:** accelerated HR deadline for ePAF transactions to be paid out on the December 24th paycheck; Time & Labor closes on Tuesday, December 15th this pay period.
3. **December 16th:** accelerated HR deadline for ePAF transactions to be paid out on the January 8th paycheck; Time & Labor closes on Tuesday, December 22nd this pay period.

To review all Payroll and HR deadlines visit the Payroll Schedules webpage.
https://cfo.ufl.edu/about-the-division/administrative-units/finance-accounting/payroll-services/payroll-schedules/

Upcoming Action Items

Bi-annual termination file will open later this month – November 20th

- File will be set to close December 10th; termination rows will load December 18th
- An EOR newsletter will be sent on the day it opens to the UF Community

Employee Education Program (EEP)

Verlissa Ford

Employee Education Program (EEP)

A professional and personal development opportunity that enables fulltime (1.0 FTE) UF staff and faculty, employed at least (6) months, to receive:

- Tuition assistance up to (6) eligible credits per semester term.
- Florida public university (or college, if TEAMS) closest to their work location.
- Must be admitted (or pending admission) to their EEP eligible institution for semester of attendance as degree or non-degree seeking student.

UF EEP Applications & Director Approval
Accelerated Spring EEP Deadline
Due – 5PM, December 16th

Join Us for the November 19 @ 230PM via Zoom
Spring 2027 EEP Information Session Registration

Questions? EEP website or Contact eep@admin.ufl.edu or 352-273-0149

Important Dates

- **November 11** • Veteran’s Day
- **November 19** • EEP Information Session
- **November 26 & November 27** • Thanksgiving
- **December 2** • Next HR Forum
- **December 16 5PM** • UF EEP Applications & Director Approval