

Faculty Time Off (FTO) Cash-In Guidelines for UNAC Employees [Revised April 4, 2021](#)

The Faculty Time Off Cash-In program allows eligible employees to cash-in up to 40 hours of their Faculty Time Off one time per fiscal year (*except the **pay period** that includes June 30*). Please review the question and answer section below for details about the program.

Frequently Asked Questions:

Who is eligible to request a cash-in of their Faculty Time Off?

UNAC members who have utilized and reported at least five days of FTO (40 hours or its pro-rated equivalent for less than full-time UNAC members). FTO used during the three days of mandatory closure count toward this five day utilization requirement. Utilization must be done in the same fiscal year as the request for FTO cash-in.

The cash out may only be made while the UNAC member is in pay status (a pay period in which the UNAC member receives pay).

What does "utilized and reported" mean?

"Utilized and reported" means a UNAC member has submitted a timesheet with FTO hours recorded as taken in a pay period, **and** payroll has processed the timesheet and deducted the corresponding amount of FTO from the UNAC member's FTO bucket. Simply listing FTO on a timesheet does not count as FTO being "utilized."

What does "pay status" mean?

"Pay status" **can include**, a regular 9 month base appointment, a contract extension, and a summer additional assignment. A faculty member is eligible for FTO cash in while on leave with pay (FTO, Sick Leave, Sabbatical Leave, etc.). A faculty member is not eligible for FTO cash in while on leave without pay (Sick Leave - Without Pay, Leave of Absence, LWOP, etc.). "Pay status" **does not include** when a faculty member is off contract with benefits.

How much Faculty Time Off can I request to cash-in and how often can I request it?

Eligible employees may request to cash-in up to 40 hours of their Faculty Time Off once per fiscal year (the fiscal year period for the program is defined as any pay period in which the payroll check/deposit is issued between July 1 and June 30).

The only pay period not available for cash-in is the pay period that includes June 30.

Employees must use 40 hours of their Faculty Time Off bank before the cash-in hours are deducted (or its pro-rated equivalent for less than full-time UNAC members).

The prior payroll period's Faculty Time Off balance will be used to determine the minimum 40 hour requirement and the maximum hours allowed to be cashed-in.

How do I make a request to cash-in my Faculty Time Off?

To request FTO Cash-In hours, complete a [Faculty Time Off Cash-In Request Form](#), and submit the completed form directly to the [Human Resources office](#) no later than 5 p.m. on the last Friday of the **pay period** (pay day Friday).

Faculty Time Off Cash-In requests **cannot** be submitted via your web time sheet nor via a paper time sheet. Please contact the Human Resources office if you have questions on how to submit your request.

Your cashed-in FTO should be included in your pay on the next regularly scheduled pay day (usually within two weeks).

How can I find my current Faculty Time Off hours balance?

To view your current Faculty Time Off hours balance, log in to [UAOnline](#), select Employee Services, and then Time Off Current Balances and History. Your Faculty Time Off hours are listed as "Faculty Time Off." The current number of hours is listed under the "Available Balance as of" column.

How can I review my current or prior Faculty Time Off Cash-In requests?

To view cash-in hours paid in the current pay period, log in to [UAOnline](#), select Employee Services, Pay Information, and then Pay Stub. Select the appropriate calendar year, then Display, and then the appropriate Pay Stub Date. The cash-in hours will be listed under the Earnings section as "L- Faculty Time Off Cash-In."

To view hours paid in a previous fiscal year, log in to [UAOnline](#), select Employee Services, Pay Information, and then Earnings History. Select the appropriate fiscal year period (July of one calendar year to June of the next calendar year) and click Display. The cash-in hours will be listed under "L- Faculty Time Off Cash-In." Select this text to view the month in which the hours were paid.

Additional Information:

Employees will not accrue additional leave (Faculty Time Off or sick leave) on the cashed-in hours.

Cash-in hours are not eligible for TRS, ORP, or UA Pension benefits.

Cash-in requests will only be processed in regular payroll runs.

Requests for Faculty Time Off Cash-In **cannot** be submitted for a payroll period that has already been processed, a payroll adjustment run, or the pay period in which June 30 falls.

Cash-in hours that have already been processed and paid **cannot** be revoked.

If you have any questions related to these guidelines, contact the [Human Resources office](#).