

Posting Date: March 13, 2026

Deferred Compensation Conversion and Optional Match Deadlines Reminder

If you are eligible for benefits related to your deferred compensation plans, be aware of the following approaching deadlines. To receive your vacation leave conversion or optional deferred compensation match for Fiscal Year (FY) 2026, **you must enter your choice prior to the following deadlines.**

Note: Some contracts or plans have an automatic deferred compensation match, where the match occurs on a dollar-for-dollar basis as deductions are taken. While other contracts or plans require you to select the deferred compensation match when other options exist. See the table below for more plan information.

FY 2026 Deadlines

Optional Deferred Compensation Match

Contract or Plan	Last Day to Enter in Self Service
Nonrepresented Employees Plan	6/5/2026
Managerial Plan	6/5/2026
Medical Specialists' Addendum	6/5/2026
MMA	6/7/2026
Office of Higher Education Plan (OHE)	6/5/2026
Other Contracts/Plans	6/16/2026 Review your contract/plan for eligibility and submission deadlines for deferred compensation match . If no deadline is specified, then the last day to enter in Self Service for FY 2026 is the pay period end date of 6/16/2026.

Vacation Leave Conversion

Contract or Plan	Last Day to Enter in Self Service
Nonrepresented Employees Plan	6/5/2026
Managerial Plan	6/5/2026
Medical Specialists' Addendum	6/5/2026
MMA	6/7/2026
Office of Higher Education Plan (OHE)	6/5/2026
Other Contracts/Plans	6/30/2026 Review your contract/plan for eligibility and submission deadlines for vacation leave conversion . If no deadline is specified, then the last day to enter in Self Service for FY 2026 is the pay period end date of 6/30/2026.

Compensatory Time Conversion

Contract or Plan	Last Day to Enter in Self Service
All applicable contracts/plans	6/30/2026 (Refer to your contract/plan for eligibility for compensatory time conversion.)

FY 2027 Deadlines

Benefit	First Day to Enter in Self Service for FY 2027
Optional deferred compensation match	6/17/2026
Compensatory time conversion	7/1/2026
Vacation leave conversion	7/1/2026

Note: Beginning 7/1/2026, Middle Management Association (MMA), Nonrepresented Plan, Managerial Plan, and the Medical Specialists' Addendum will change to an automatic match. A selection of the match will not be required.

Taxes

Most employees are subject to Social Security, Medicare and retirement on a leave conversion and Social Security and Medicare on an employer match.

- A leave conversion generally increases the amount subject to Social Security, Medicare, and retirement. (Retirement deductions are only taken on the first 40 hours of vacation and/or comp time converted in a fiscal year.)
- An employer match generally increases the amount subject to Social Security and Medicare.

Questions?

- Try the Self Service [Deferred Compensation Conversion/Match Option](#) instructions.
- If you have questions about this information, please contact your Human Resources or Payroll office. You can obtain contact information from within Self Service under "Need Assistance?," select "Employee Contacts."