**PTO Sell Back Instructions:**

1. Sign on to Employee Self Service (ESS) and select “PTO Sell Back” from the drop-down menu.



**Step 1**

2. Under the “Hours Requested” field, select the amount of hours you want to request from the drop-down menu.

3. Click on the submit button on the top left-hand corner.  **You will receive an automatic email confirmation to your Cooper email account.**

 

**Step 2**

**Step 3**

**If you are amending your original sell back hours, you must enter the total hours you are requesting, not the additional amount. Previous submissions will be overwritten.**

**Example – You submit a request for 16 hours and then decided to request 24 hrs.**

**You must submit a second request for 24 hours. Your first request for 16 hours will be overwritten, and you will receive 24 hours of PTO payout.**

**All requests must be submitted between May 18, 2020 at 7am and May 29, 2020 at 5pm.**