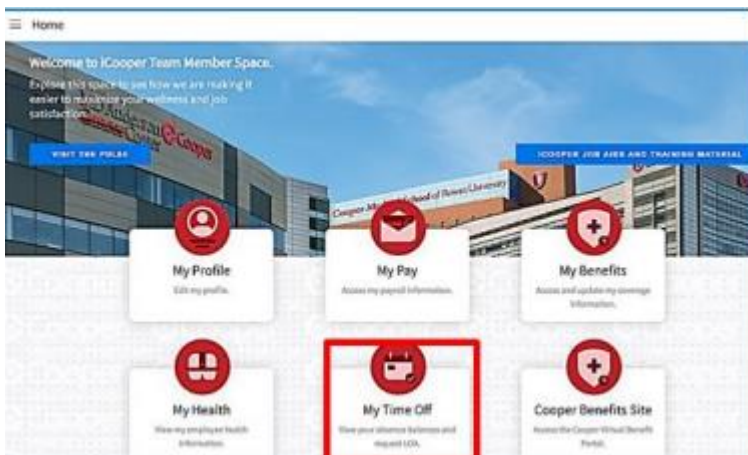


Instructions - PTO SellBack

Workflow

1. Click **My Time Off**.



2. Select **Balances**.



3. Select the **Paid Time Off** box.
 - a. Two Boxes will populate to the right. Double click the Draft request.

Balances Leaves

Plans ...

1 - Extended Sick Leave
Available: 1,208.76 Hours

7 - Paid Time Off ⓘ
Available: 74.22 Hours
Available To Sell:
74.22 Hours
Available For Request:
8.00 Hours

Submit Sell Time Off

Sell Time Off Requests

Date	Hours	Payout Status
11/4/2023	32.00	Unprocessed

Draft

Absence Transactions

Date	Transaction Type	Hours
9/28/2023	Manual Available	106.217989

- The below box will open. The hours will populate based on the hours you are eligible to sell back. If you would like to sell back a lower amount, clear the amount in the hours box and update. Click Save.

NOTE: the below dates are from a test environment and do not reflect the actual dates for the November PTO Sellback.

Status
Draft

Plan
7 Paid Time Off

Date
11/4/2023

Sell Period
11/2/2023 - 11/6/2023

	Hours
Available For Request	74.22
Available To Sell	8.00

Hours

ELIG:32 AVAIL: 106.217989

Your PTO payout will be based on your rate of pay and PTO available balance as of the pay period ending November 04, 2023.

The balance you will see in your Employee Space is as of pay period ending October 21, 2023 and does not include

PTO accrued or taken for pay period ending November 04. If you have taken PTO after October 21, or you do not

Meet the minimum required balance, your request will be adjusted prior to the payment being made.

- Click the browser back button.
- Click **Submit Sell Time Off**. You should receive an email confirmation once complete.

Balances Leaves

Plans ...

1 - Extended Sick Leave
Available: 1,208.76 Hours

7 - Paid Time Off ⓘ
Available: 74.22 Hours
Available To Sell:
74.22 Hours
Available For Request:
8.00 Hours

Submit Sell Time Off