

Subject: [Test]:Fall Paid Time Off Cash Out is Available

Date: Tuesday, November 10, 2020 at 10:50:32 AM Eastern Standard Time

From: UVA Human Resources

To: Fuller, Susannah E (sem5b)



Dear Team Members,

UVA Medical Center is pleased to be able to resume offering the Paid Time Off (PTO) cash out option for team members this fall. Medical Center team members with over 40 hours of PTO may request a PTO cash out between November 5–15. Cash out payments will be included in your November 20 paycheck.

Follow these steps to submit your cash out request in Workday

- Review the [job aid](#) for step-by-step instructions.
- **Log in to [Workday](#) any time between November 5 and November 15** (you can access Workday online anywhere with an internet connection).
- **Please note: You must select November 14 as the date of your request.**
- Your cash out request cannot exceed the allowed maximum hours as defined in [HR Policy 315](#)
- You must have a minimum remaining balance of 40 hours.
- You cannot enter more than one cash out request. If you would like to adjust your request, you must delete the initial request and resubmit.
- This process in Workday is only for requesting PTO cash out. Please continue to submit other time off requests in Kronos.
- Section 5 of [HR Policy 315](#) contains additional information on PTO cash out.

Updates about the next PTO cash out period will be shared in the spring. Please contact the HR Solution Center at askhr@virginia.edu with any questions.

Regards,
PAYROLL SERVICES

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