

Twice a year, Medical Center team members can cash out excess Paid Time Off (PTO). The amount cashed out depends on the number of hours accumulated beyond a 40-hour reserve that must be present in the team member's PTO bank after cash out occurs. The maximum hours that can be requested = 80.

Tasks

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Before You Begin


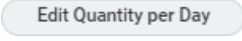
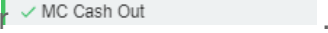
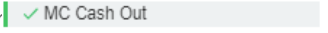
You must be logged into your HSVPN (High Security VPN) to request an absence.

Some remote users have trouble logging into the HSVPN while working remotely and may need to be on grounds.

A balance of 40 hours must be maintained in the PTO bank.

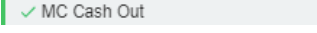

Enter Cash Out Request

1. Click the **Absence**  app from the left-hand Menu.
2. View the **Available Balance as of Today** grid. People with a Catastrophic balance will see an extra line within the items below.
 - Line 2 – Reflects cash out hours requested
 - Line 3 – Maximum allowable to request
 - Line 4 or 5 – PTO balance as of today (hours will be followed by Paid Time Off)
3. Click **Request Absence**.

4. In the **Balance as of** field, enter **May 13, 2023**. A balance of 40 hours must be maintained in the PTO bank.
5. Select May 27, 2023.
6. The  button activates, click it.
7. The **Select Absence Type** pop up displays. In the **Type** field, enter **MC Cash Out** and click **Next**. If you do not see the MC Cash Out option, confirm you selected 5/27/23 as the date or to see if you have a negative Cash Out Max Allowable.
8. Note the instructions/guidelines at the top of the page.
9. In the table, click the  button.
10. Enter the hours to be cashed out in the **Quantity per Day** field. **Do Not** enter hours in the Update All Quantities field.
11. Click **Done**.
12. Click **Submit**.
13. Confirm your request by hovering over the MC Cash Out request found on May 27 of the calendar .
14. To edit a completed request, click on .
15. Payout will be included in the June 2nd paycheck.

Edit Submitted Request

PTO Cash Out requests can be edited between May 18th and May 28th.

1. Complete steps 1 – 5.
2. Click on the **MC CashOut** request found on May 27th of the calendar .
3. Click the minus button  to the left of current request to delete the request, or, if adjusting the number of hours, change the number in the **Quantity per Day** field.

4. Click **Submit**.

View and Calculate Leave Balance for Year

Employees can view future leave balances in order to calculate time off for future absences. Go to:

<https://virginia.box.com/v/viewing-leave-balances>