

Support Professional Vacation Payout

The following instructions guide Support Professionals through the process of requesting Vacation time payouts. In accordance with the negotiated agreement, Article 6-9-1, ..."an Employee must have passed the initial probationary period and have at least six (6) hours of accumulated vacation before requesting a payoff under this Article 6-9..." Please note that there is no minimum to the number of hours requested for payout. All vacation payout requests must be submitted within the timeframe specified in the most current Payout Memo from the Payroll Department.

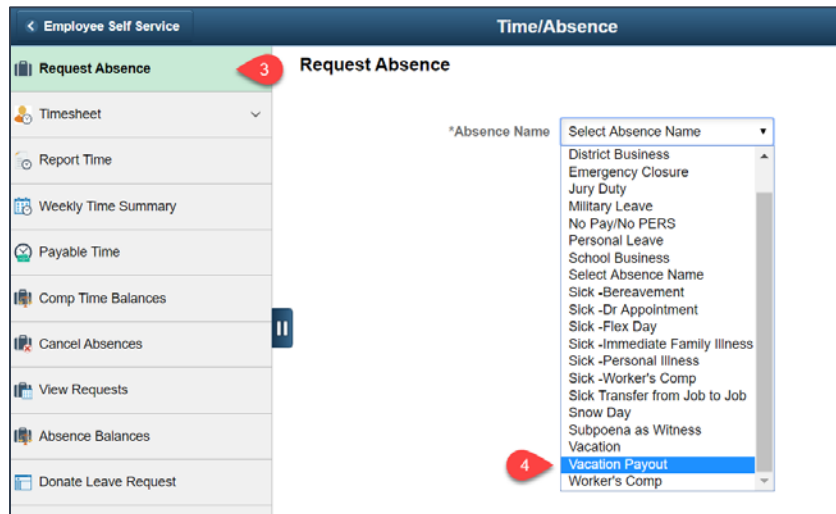
Vacation Payout Request

* **PLEASE NOTE:** The dates shown in the screenshots below are **examples only**. When completing the Vacation Payout process, please refer to the **actual dates given by the Payroll Department memo** sent during eligible payout dates.

1. Login to hcm.ccsd.net
2. Select the **TIME/ABSENCE** tile
3. Select **REQUEST ABSENCE**



4. Select **VACATION PAYOUT** from the *Absence Name* drop-down



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5. Enter a **START DATE** and **END DATE** *as specified in the Payroll Department memo.*
6. Enter the **PAYOUT HOURS**
7. Click **CHECK ELIGIBILITY**

Time/Absence

Request Absence

Submit

*Absence Name: Vacation Payout

*Start Date: 04/11/2020

End Date: 04/11/2020

Check Eligibility

Additional Information

*Payout Hours: 30.00

Comments

Balance Information

As Of 02/29/2020 206.65 Hours**

8. If the *Eligibility Check* was successful, click **OK**

Eligibility Check completed successfully!
You may now submit your absence request.
Date Time: March 16,2020 at 13:50

OK

OR

If the request is **NOT ELIGIBLE**, click **OK**

This request is NOT ELIGIBLE due to one or more of the following reasons:

1) Insufficient Balance, OR 2) The pay period of the request is not a valid period for requesting Vacation Payout, OR 3) Payouts are already scheduled to be made because of Retirement or Termination in this pay period, OR 4) The absence Start and End dates must be the same.
Date Time: March 11,2020 at 10:19

OK

Verify the following information is correctly entered:

- The Start and End dates are correct, the date must **match whatever date was specified in the Payroll Department memo**
- The request was submitted between the dates specified in the Payout Memo
- Sufficient vacation hours are available for submission
- There was no request previously submitted due to Retirement or Termination during the pay period

Make corrections and repeat steps 7 and 8

9. Click **SUBMIT**

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Modify Existing Vacation Payout Request

If you find it necessary to modify your vacation payout request, from the Time/Absence tile:

1. Select Cancel Absences
2. Expand the appropriate request

Employee Self Service Time/Absence

Cancel Absences

View Requests 12 rows

Request Type	Status	Start Date	End Date	Hours
Vacation Payout	Approved	04/11/2020		96 Hours
Vacation	Approved	03/26/2020 - 03/27/2020		16 Hours
Sick -Personal Illness	Approved	03/12/2020		1 Hours

Example Only!
Date shown will reflect actual date requested

3. Click Cancel

Time/Absence

Cancel Absence

[Return to Cancel Absences](#)

Cancel Absence

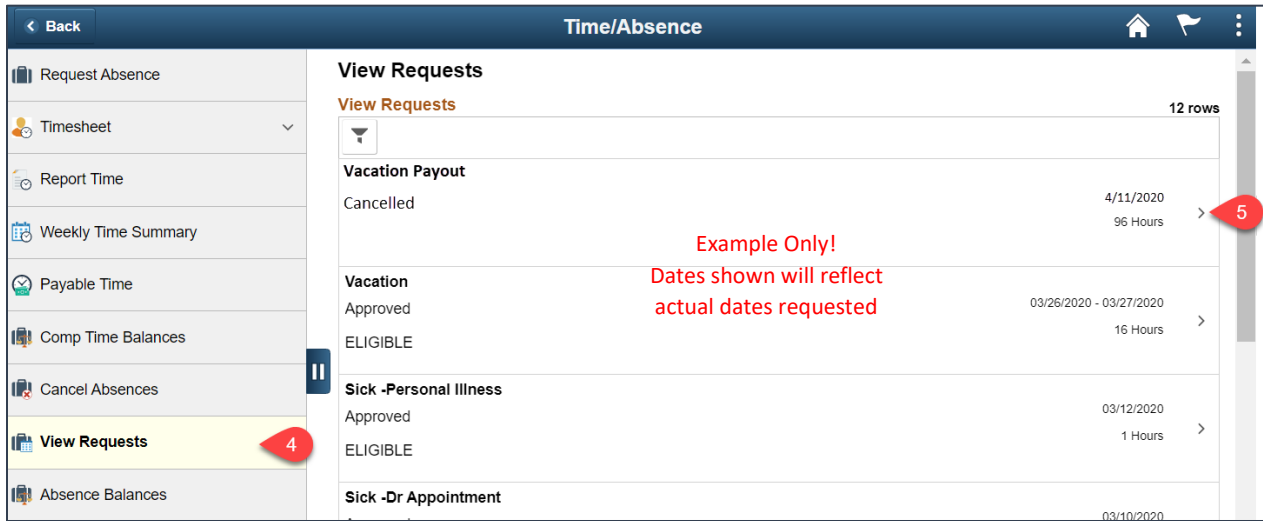
Absence Details

Absence Name	Vacation Payout
Start Date	4/11/2020
End Date	4/11/2020
Payout	96.0
Status	Approved
Comments	

Example Only!
Date shown will reflect actual date requested

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4. Select View Requests
5. Expand the appropriate request



6. Modify the Payout Hours
7. Click Check Eligibility
(if the request is NOT ELIGIBLE, refer to step 8 of the Vacation Payout Request instructions)



8. Click OK
9. Click SUBMIT