

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 there is no limit to the number of vacation hours that can be requested for payout, as long as the requirements of Article 6-9-1 have been met. All vacation payout requests must be submitted within the timeframe specified in the most current Vacation Payout email from the Payroll Department.

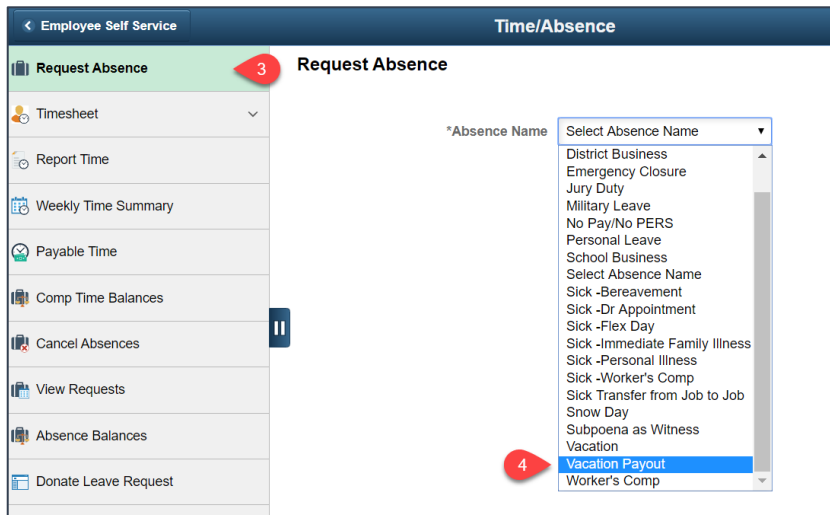
### Vacation Payout Request

**\*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** during eligible payout dates.

1. Login to HCM
2. Select the **TIME/ABSENCE** tile



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



5. Enter a **START DATE** and **END DATE** *as specified in the Vacation Payout email.*

6. Enter the **PAYOUT HOURS**
7. Click **CHECK ELIGIBILITY**
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 Vacation Payout email***
- The request was submitted between the dates specified in the Vacation Payout email
- Sufficient vacation hours are available for submission
- There was no request previously submitted due to Retirement or Termination during the pay period

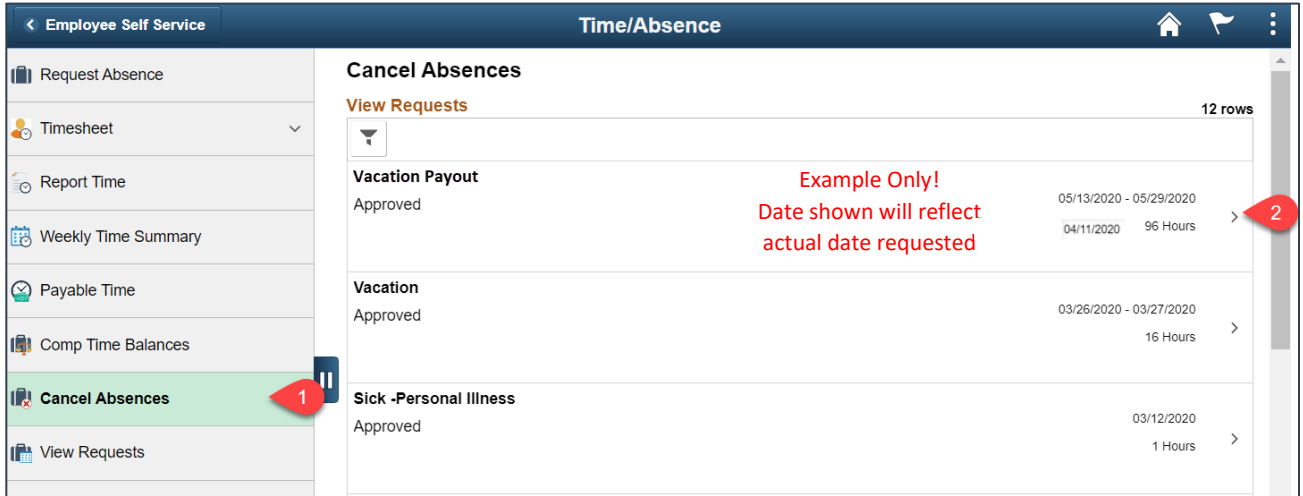
Make corrections and repeat steps 7 and 8

9. Click **SUBMIT**

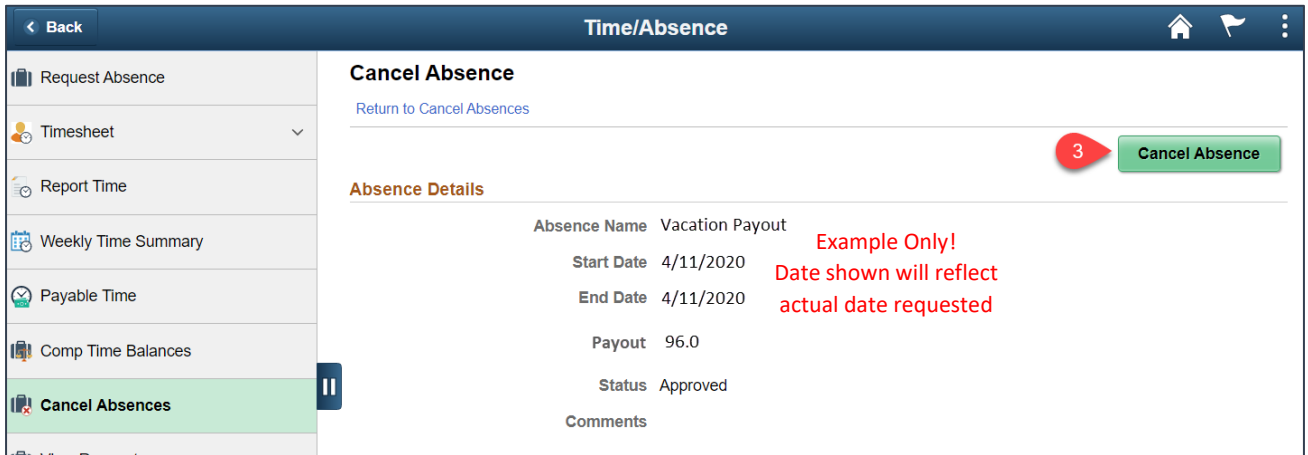
**Modify Existing Vacation Payout Request**

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

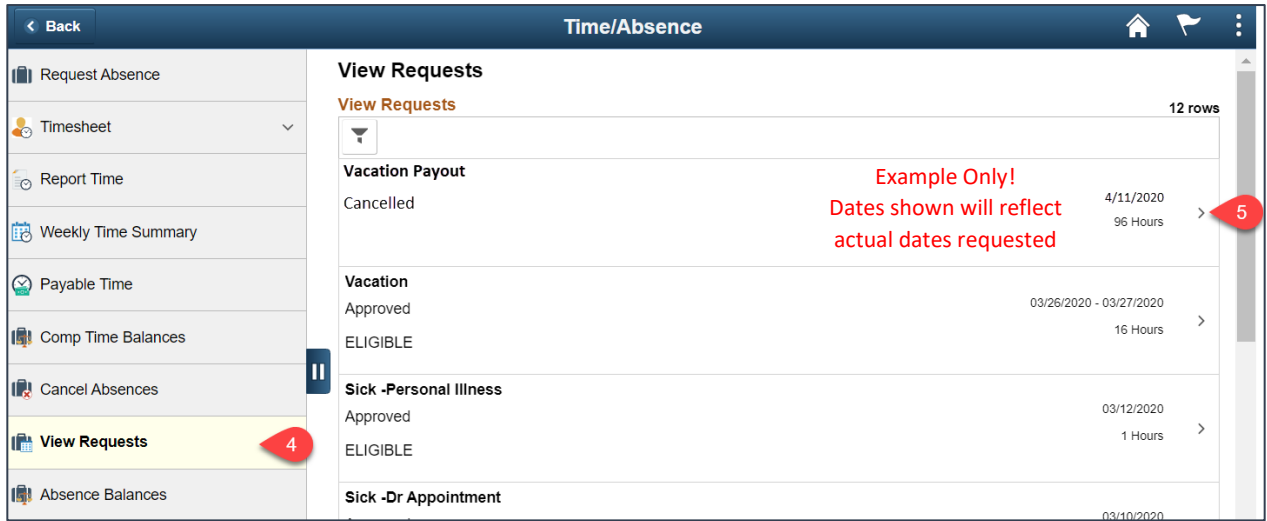
1. Select Cancel Absences
2. Expand the appropriate request



3. Click Cancel



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