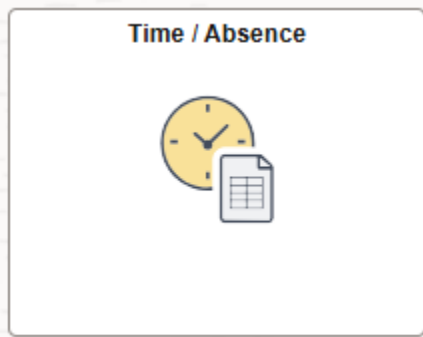


The following instructions guide support professionals through the process of requesting vacation time payouts. In accordance with the negotiated agreement, Article 6-9-1, ...“an Employee must have passed the initial probationary period and have at least six (6) hours of accumulated vacation before requesting 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 **MANAGE ABSENCE**
4. Select **VACATION PAYOUT** from the *Absence Name* drop-down

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

Create a new Request

\*Start Date: 12/28/2024      End Date: 12/28/2024     

\*Absence Name: Vacation Payout            **Sample Dates Only!**     

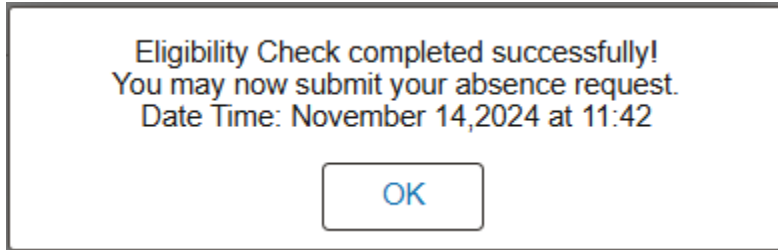
Balance 176.56 Hours\*\*      **Refer to Vacation Payout email for current payout request submission dates**

Additional Information

\*Payout Hours: 30.00

Comments:

5. Enter the **PAYOUT HOURS**
6. Click **CHECK ELIGIBILITY**
7. If the *Eligibility Check* was successful, click **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.

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

8. 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



**Time/Absence**

- Timesheet
- Manage Absence
- Report Time
- Weekly Time Entry
- Report Leave

**Cancel Absences**

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**Example Only!**  
Date shown will reflect  
actual date requested

**View Requests** 6 rows

<b>Vacation Payout</b>	12/28/2024
Approved	0 Hours

3. Click Cancel

**Time/Absence**

- Timesheet
- Manage Absence
- Report Time
- Weekly Time Entry
- Report Leave
- Weekly Time Summary
- Payable Time
- Leave / Comp Time
- Cancel Absences**

**Cancel Absence**

HCM Sys Funct Support Analyst

[Return to Cancel Absences](#)

**Cancel Absence** (button)

**Absence Details**

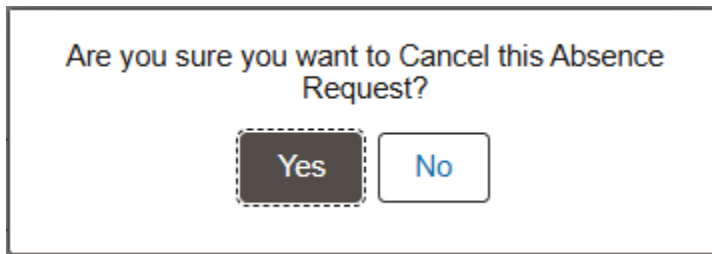
Start Date	12/28/2024	End Date	12/28/2024
Absence Name	Vacation Payout	Status	Approved

Comments

Comments

**Example Only!**  
Date shown will reflect  
actual date requested

4. Click Yes



- 5. Select View Requests
- 6. Expand the appropriate request



**View Requests**

HCM Sys Funct Support Analyst

**View Requests**

6 rows

<b>Vacation Payout</b>		12/28/2024	
Canceled		0 Hours	>

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

**Submit**

\*Start Date   End Date

\*Absence Name   Status

Balance 176.56 Hours\*\*

Additional Information

\*Payout Hours

Comments

- 9. Click Yes

