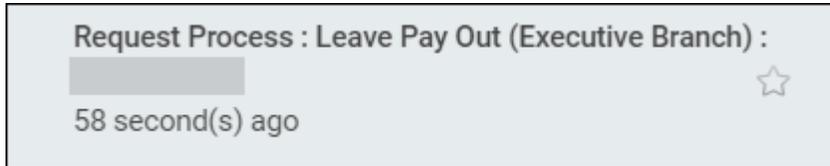


Leave Pay Out Request, payroll partner task

This job aid provides step by step instructions to a Payroll Partner on how to complete the Leave Pay Out Request task.

Step 1: The Payroll Partner will receive an inbox task *Request Process : Leave Pay Out:*



Step 2: Be sure to review criteria specific to the employee's **Representation Status**. Verify the employee meets the criteria to be eligible for the payout.

Question	Answers
Please select your Representation Status:	Management Service
I am submitting this request to pay out vacation hours pursuant to CHRO Vacation Leave policy 60.000.05 (1)(j). My submission of this form indicates I understand and agree to the following: - I am a regular status employee. - I may cash out up to 40 hours of accrued vacation hours. - After the pay out, I must have a balance of at least 60 vacation hours. The agency will consider any pre-approved vacation leave to determine if the minimum balance is maintained. - Payment is paid at the straight time rate of pay and is subject to ordinary deductions and withholdings. - Payments will be processed on the next regular payroll run, unless otherwise specified. Please indicate the number of vacation hours you would like to have paid out:	40

Step 3: If the request meets the criteria, enter **Worker** name (1). Use the menu prompt in the **Resolution** field to select the appropriate resolution (2).

If the request does not meet the criteria, contact the employee's manager.

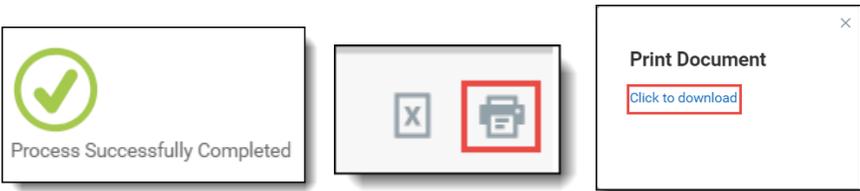
Step 4: In the Comment field, enter the pay period and date the payout will be paid.

Entered in OSPA November pay period Run 1, to be paid November 29, 2019.

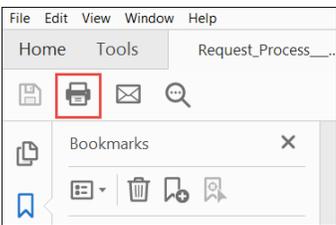
Step 5: The Payroll Partner can *Submit*, *Send Back*, *Save for Later* or *Cancel*. *Send Back* gives you the option to choose who to *Send Back* to (employee or manager). Employees will receive a notification of the *Resolution* results.

Submit Send Back Save for Later Cancel

Step 6: From the *Process Successfully Completed* screen, click on the **Printer** icon in the upper right hand corner of the screen. Click on the blue hyperlink **Click to download** to view a PDF document of the process.



Step 7: Click on the **Printer** icon in the upper left hand corner to print a copy of the PDF for the employee’s payroll file.



	<p>Make entries in OSPA as appropriate.</p>
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