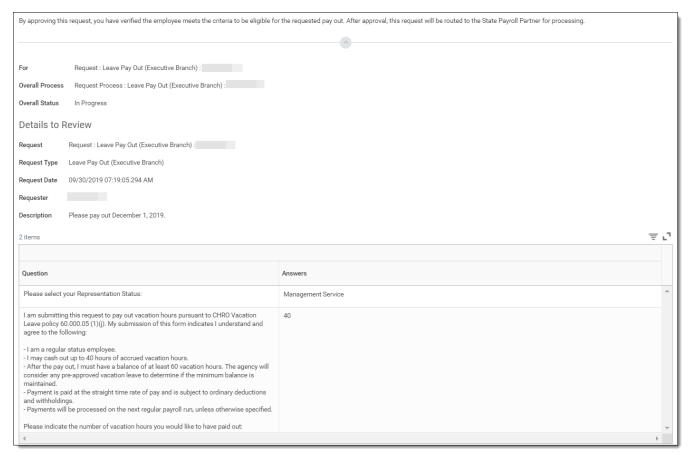
Leave Pay Out Request, manager task

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

Step 1: The Manager will receive an inbox task Request Process: Leave Pay Out:



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

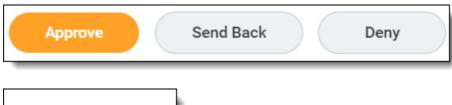




Step 3: If the request meets the criteria, enter the remaining leave balance in the **Comment** box. If the request does not meet the criteria, enter why it doesn't meet the criteria.



Step 4: The Manager can *Approve, Send Back or Deny.* Approved tasks will route to the Payroll Partner to make the appropriate entry in OSPA.



Up Next
State Payroll Partner
Close Request