

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:*

Request Process : Leave Pay Out (Executive Branch) :

41 second(s) ago

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.

By approving this request, you have verified the employee meets the criteria to be eligible for the requested pay out. After approval, this request will be routed to the State Payroll Partner for processing.

For Request : Leave Pay Out (Executive Branch) :

Overall Process Request Process : Leave Pay Out (Executive Branch) :

Overall Status In Progress

Details to Review

Request Request : Leave Pay Out (Executive Branch) :

Request Type Leave Pay Out (Executive Branch)

Request Date 09/30/2019 07:19:05.294 AM

Requester

Description Please pay out December 1, 2019.

2 items

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: <ul style="list-style-type: none">- 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 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.

Approve Send Back Deny

Up Next

- State Payroll Partner
- Close Request