HILLTOP

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PTO or VESTED EIB CASH OUT REQUEST

To Submit, please create a file out of the completed form and upload it into the Employee's Documents in UKG: Menu > My Team > look up EE > Documents > EE Documents > click Add > choose the file > Select PTO/EIB Cash Out as the Category > Save and Submit to Payroll as the Approver.

Choose one: PTO Cash Out   Vested-EIB Cash Out

Employee Name_____   Employee ID_____

Program_____   Department Number_____

** If not home department, grant or department to charge_____

Choose preference: Pick up at Corporate   Mail to home   Direct Deposit on payday

Please pay me for _____ hours of PTO/EIB per the PTO/EIB Cash Out policy in the employee handbook, pages 27,30.

Is Sabbatical during the current Fiscal Year = 8/1 - 7/31: Yes   No   (Limit 80 hrs of PTO during Sabbatical FY)

Date of last PTO/EIB Cash Out:_____

PTO/EIB beginning balance: _____

PTO/EIB amount requested: _____ (Maximum of 40 hours, unless Sabbatical FY for PTO)

PTO/EIB balance after cash-out: _____ (Minimum of 100 PTO hours)

Supervisor Signature and Date_____

Employee Signature and Date _____

** More than one Cash Out per bank during Fiscal year, or a PTO ending balance less than 100 hours = OPS level

Signature required: _____