PTO/Vested EIB Cash Out Request

Instructions:
1. Fill out this form and save it to your computer
2. Send form to your supervisor for their approval
3. The supervisor will upload the document to employees UKG to process through payroll:
   a. Open UKG
   b. Go to Menu > My Team > My Employees
   c. Search for the employee > Open their profile
   d. Navigate to Employee Documents within their profile
   e. Click the "Add button" at the top of the screen
   f. Click "Choose File" and upload this filled out form
   g. Title the Document, "PTO/Vested EIB Cash Out DATE"
   h. Select "PTO/EIB Cash Out" as the Category
   i. Click "Save"
   j. Choose the Payroll Coordinator as the approver
   k. Click "Submit"

Please Check One: ☐ PTO Cash Out   ☐ Vested EIB Cash Out

Employee Name: _____   Employee ID: _____

Program: _____   Department: _____
If this should not be coded to home department, list the grant/department code:_____

Delivery Option: ☐ Pick up at Corporate   ☐ Mail to home   ☐ Direct Deposit on Payday

Is sabbatical during current fiscal year (8/1 – 7/31)?   ☐ Yes   ☐ No
Note: Limit of 80 hours of PTO during sabbatical fiscal year is allowed to be cashed out

Date of last PTO/EIB Cash Out: _____

PTO/EIB beginning balance: _____

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

PTO/EIB balance after cash out: _____ *(Minimum of 80 PTO hours must remain)*

Employee Signature & Date: _____

Supervisor Signature & Date: _____