



2016 Transition Assistance Vacation Cash Out Program Application

The 2016 Transition Assistance Vacation Cash Out Program offers eligible academic and staff personnel who are transitioning from a monthly to a biweekly pay cycle an option to assist them in meeting their financial obligations during the transition period. Affected eligible academic and staff personnel may apply for a vacation accrual cash out payment.

Completed and signed applications should be submitted to your Generalist.

For pay out on	Thursday, December 1, 2016	Wednesday, December 14, 2016
Submit form by	Monday, November 14, 2016	Monday, November 28, 2016

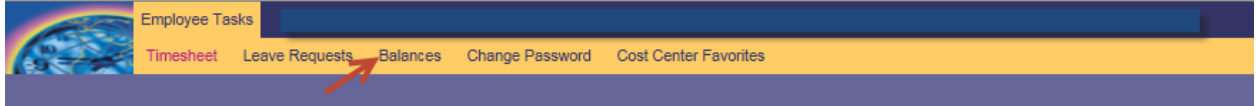
This form is used to request cash out of accrued vacation in preparation for the transition to the Bi-Weekly pay cycle. A maximum of 80 hours may be requested.

EMPLOYEE INFORMATION	
Employee ID#	Employee Name
VACATION CASH OUT REQUEST	
Number of Vacation Hours to Cash Out	Comments
CERTIFICATION	
Submission of this form serves as your formal request to have the specified vacation hours paid out to you. If approved by your HR Generalist, the vacation hours will be deducted from your balance. Pay for these hours will be received on one of the pay days listed above.	
Employee Signature	Date

HUMAN RESOURCES <i>This section to be completed by HR Generalist only</i>							
Current Vacation Balance	EE Home Dept. #	Accept Request		Reject Request			
Hourly Rate	Fund Source						
\$	BU	FUND	DEPT ID	PROJECT	FUNCTION	FLEX (OPTIONAL)	SUB
	C						
Generalist Name (print)			Generalist Signature			Date	
<i>This section to be completed by HR Transaction Services Unit only</i>							
Transaction entered into EDAP by _____ on (date) _____							
<i>Submit to HBS Processing Center once scheduled for payment so vacation balance can be reduced.</i>							

Employee Responsibilities

- Confirm your vacation balance in HBS
 - Once logged in, click on “Balances”



- Locate the “Current Balance” column and “Vacation” category. The number you see is your current vacation balance

Current Balance Information for

Time Off						
Category	Starting Balance	Earned	Taken/ Paid	Overused/ Disallowed	Current Balance	Approved Leave
Vacation (VAC)	296.000	1176.750	1120.000	0.000	352.750	0.000
Sick (SKL)	624.500	666.200	24.000	0.000	1266.700	0.000

- Decide how many vacation hours from your balance to cash out, up to a maximum of 80 hours
- To estimate the gross value of your vacation hours, multiply your hourly rate by the number of vacation hours to be paid out

$$\text{Vacation Hours} \times \text{Hourly Rate} = \text{Gross Vacation Payout}$$

- To get your hourly rate, divide your monthly rate by 174
- Complete the Employee Information, Vacation Cash Out Request and Certification of the Transition Assistance Application

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