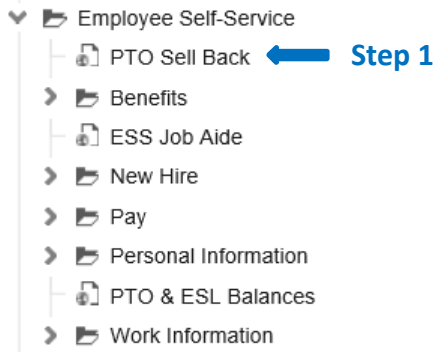


PTO Sell Back Instructions:

1. Sign on to Employee Self Service (ESS) and select “PTO Sell Back” from the drop-down menu.

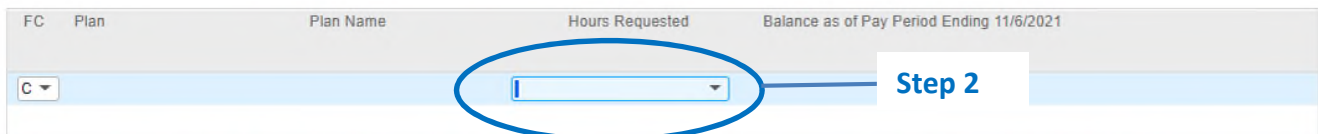


2. Under the “Hours Requested” field, select the amount of hours you want to request from the drop-down menu.

3. Click on the submit button on the top left-hand corner. **You will receive an automatic email confirmation to your Cooper email account.**

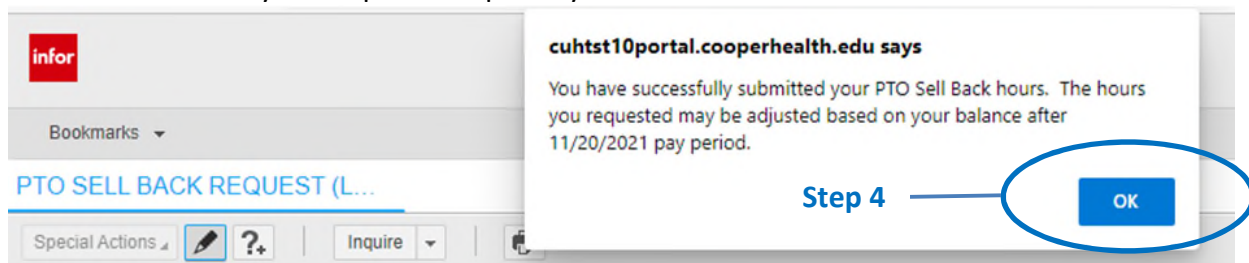


YOU MUST HIT SUBMIT IN ORDER FOR PTO SELL BACK REQUEST TO BE PROCESSED



*****Please note that the PTO payout will be based on your base rate and PTO accrued as of the pay period ending November 20, 2021. The balance that you will see in ESS is as of pay period ending November 6, 2021 and does not include PTO accrued or taken for pay period ending November 20th. If you take PTO time after November 6th, or you do not meet the minimum required balance, your request will be adjusted by Payroll accordingly.**

4. After you click Submit, there will be a pop-up message in your browser. You must click the OK button in order for your request to update your record.



5. Check your email to ensure you received the confirmation of your submission. If you don't see it, please check your email rules. It is sent from processflow@cooperhealth.edu. You will need this email confirmation if there is an issue with your submission in order to dispute.

If you are amending your original sell back hours, you must enter the total hours you are requesting, not the additional amount. Previous submissions will be overwritten.

**Example – You submit a request for 16 hours and then decided to request 24 hrs.
You must submit a second request for 24 hours. Your first request for 16 hours will be overwritten, and you will receive 24 hours of PTO payout.**

All requests must be submitted between November 15, 2021 at 7am and November 29, 2021 at 5pm.