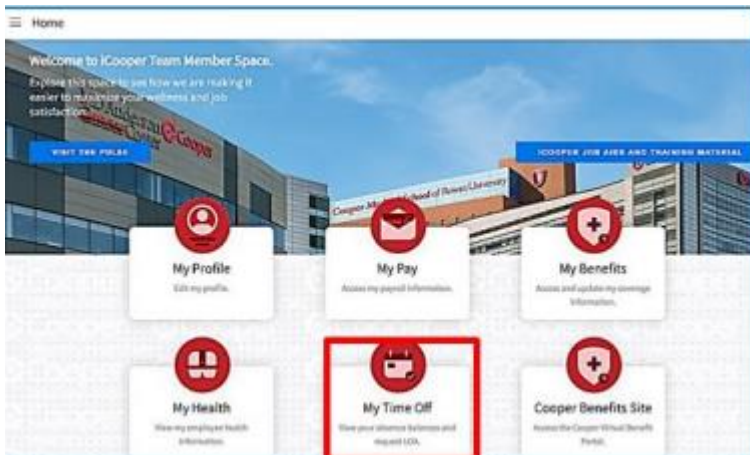


## PTO Sellback Instructions

1. Click **My Time Off**.

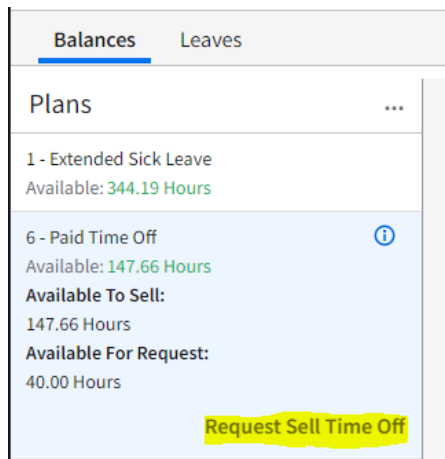


2. Select **Balances**.



3. Select the **Paid Time Off** box.

- a. Click **Request Sell Time Off**.



4. The below box will open. Enter the number of hours you would like to sell back in the **Hours** box and click submit. This will create a draft submission. **To have your submission processed for payment, you MUST also complete step 5.**

Request To Sell Time Off: [REDACTED]

Plan  
6 Paid Time Off

Date  
5/2/2024

Sell Period  
5/1/2024 - 5/6/2024

	Hours
Available For Request	147.66
Available To Sell	40.00

Hours

Cancel Submit

**NOTE: The above dates are from a test environment and do not reflect the actual dates for the May PTO sell back.**

5. Now that a draft has been created, you now will submit final submission. Select **Submit Sell Time Off**.

Balances Leaves

Plans ...

1 - Extended Sick Leave  
Available: 344.19 Hours

6 - Paid Time Off ⓘ  
Available: 107.66 Hours

Submit Sell Time Off

- a. A box will pop up to confirm, click **OK**.

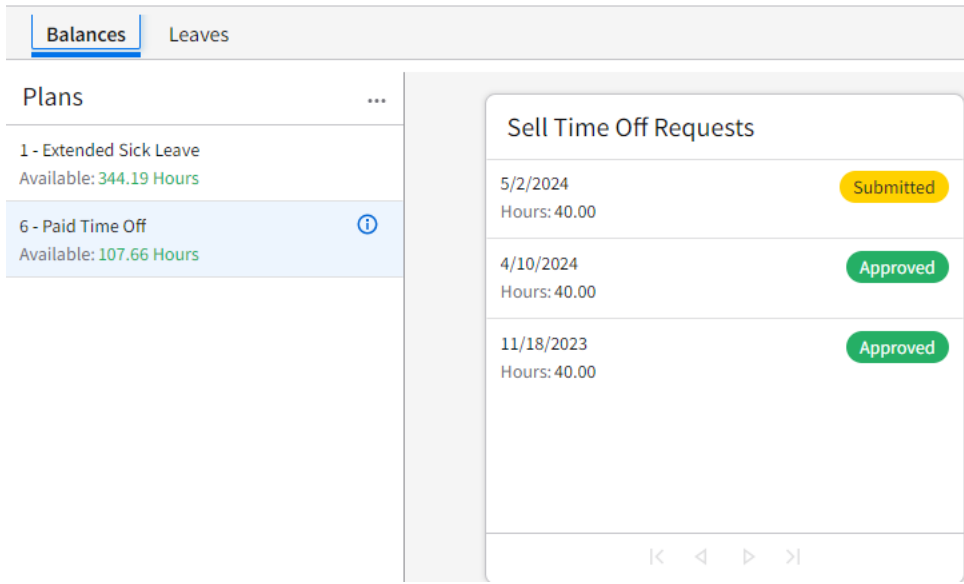
Confirmation Required

Submit 1 requests for approval?

Cancel Ok

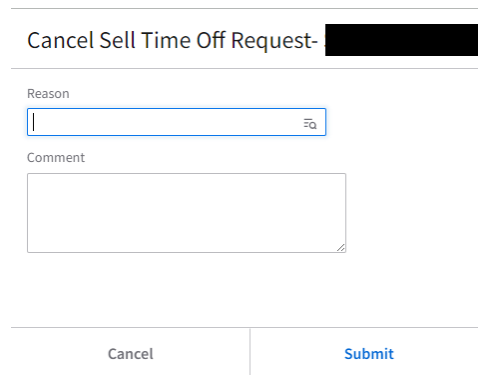
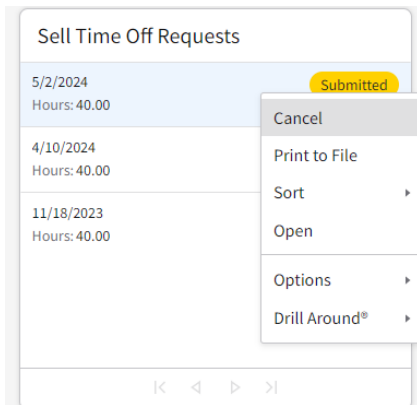
Continued on next page.

6. Refresh the page (Ctrl R). You should now see your submission under **Sell Time Off Requests**.



### **Other Notes and Tips:**

- If you need to cancel a request after submission, you can do this in Team Member Space. Right Click on the submission and select **Cancel**. Select a reason for the cancellation from the drop down and click **Submit**.



- Drafts: If you created a Draft (step 4) and need to make a change, you will need to either update the current draft by double clicking on it or deleting and requesting a new one.

### **Sell Time Off Requests**

