

# **PTO Sellback Instructions**

#### 1. Click My Time Off.

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#### 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

2		
3		

Request To Sell Time Off:			
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**.



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

Ok

**Confirmation Required** Submit 1 requests for approval?

Cancel

Continued on next page.

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

Plans	•••		
L - Extended Sick Leave		Sell Time Off Requests	
Available: 344.19 Hours		5/2/2024 Hours: 40.00	Submitted
5 - Paid Time Off	0		
Available, 107.00 Hours		4/10/2024 Hours: 40.00	Approved
		11/18/2023 Hours: 40.00	Approved
		10013.40.00	

### **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 fore the cancellation from the drop down and click **Submit**.

Sell Time Off Req	uests	Cancel Sell Time Off R	equest-
5/2/2024 Hours: 40.00	Submitted	Reason	
	Cancel		ΞQ
4/10/2024 Hours: 40.00	Print to File	Comment	
	Sort >		
11/18/2023 Hours: 40.00	Open		1
	Options +		
	Drill Around®		
		Cancel	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

5/2/2024	Draft
Hours: 30.00	_