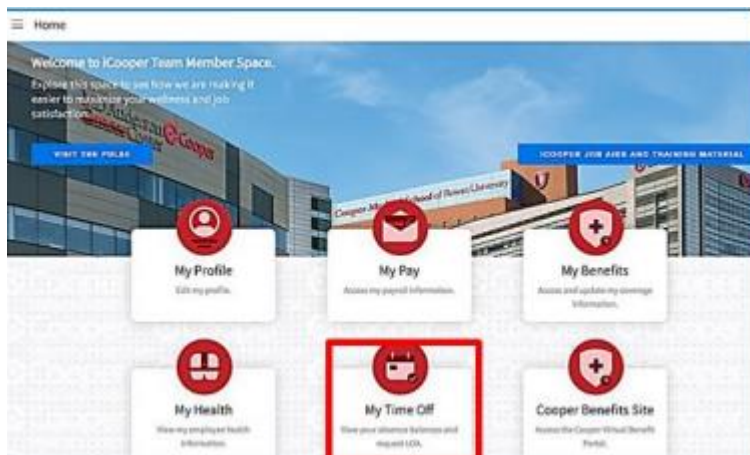


## PTO Sellback Instructions

1. Click **My Time Off**.

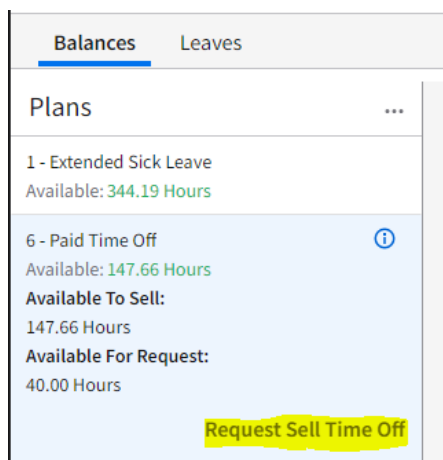


2. Select **Balances**.



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:

Plan

6Paid 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 November PTO sell back.

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

BalancesLeaves

Plans

1 - Extended Sick Leave

Available: 344.19 Hours

6 - Paid Time Off

Available: 107.66 Hours

Submit Sell Time Off

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’

BalancesLeaves

Plans

1 - Extended Sick Leave

Available: 344.19 Hours

6 - Paid Time Off

Available: 107.66 Hours

Sell Time Off Requests

5/2/2024

Hours: 40.00

Submitted

4/10/2024

Hours: 40.00

Approved

11/18/2023

Hours: 40.00

Approved

Other Notes and Tips:

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

Sell Time Off Requests

5/2/2024

Hours: 40.00

Submitted

4/10/2024

Hours: 40.00

11/18/2023

Hours: 40.00

Cancel

Print to File

Sort

Open

Options

Drill Around®

Cancel Sell Time Off Request-

Reason

Comment

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

Hours: 30.00

Draft