



# Leave Cash-Out Pre-Designation

With the intent to go paperless and give users more freedom to initiate, revise, and/or cancel their leave pre-designation during the allocated period in December, a Leave Cash-out Pre-Designation Self-Service module has been created for users to use.

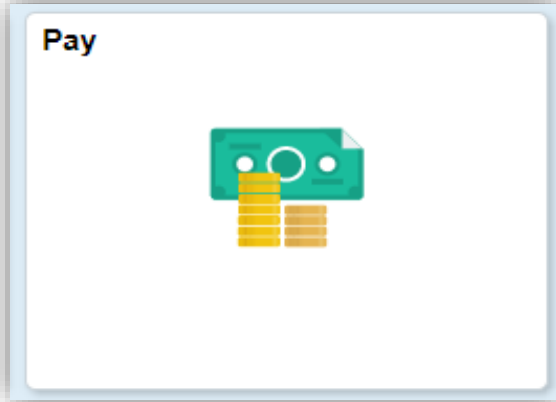
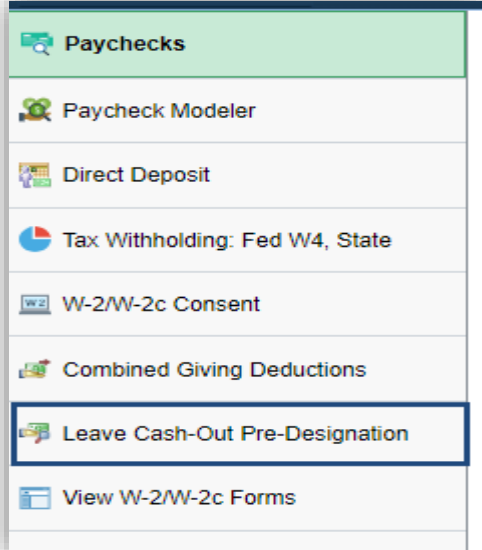
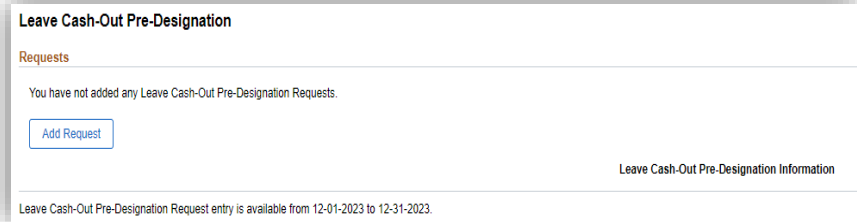
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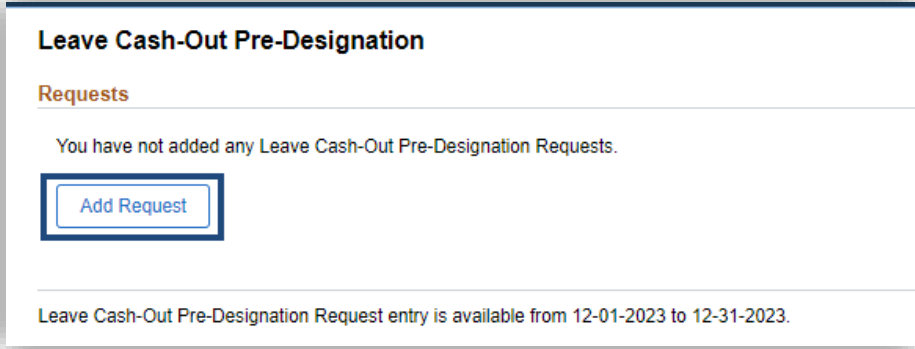
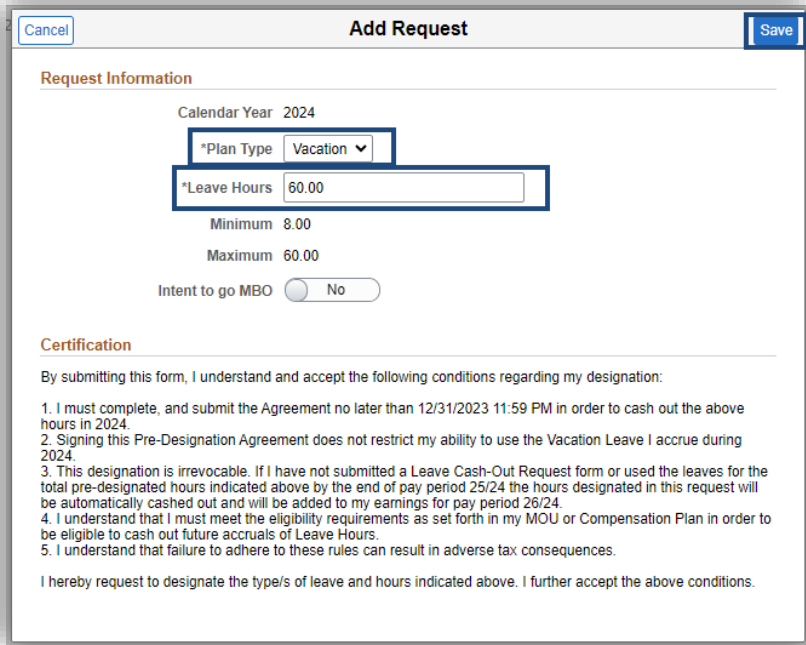
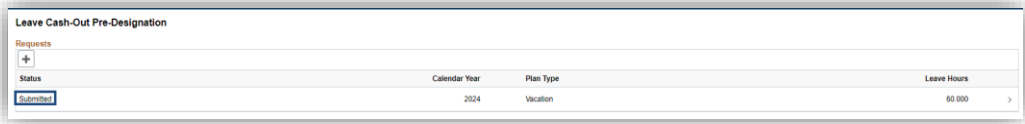
## Key Things to Know

- A *Leave Cash-Out Pre-Designation Agreement* must be submitted in order to cash out leave without penalty (based on employee eligibility) while a *Request* form is typically required only if electing to cash out leave prior to pay period 26 (or pay period 27, when applicable) of the calendar year.
- Please refer to your specific MOU or Compensation Plan for rules and guidelines to follow for your Leave Cash-Out Pre-Designation requests.

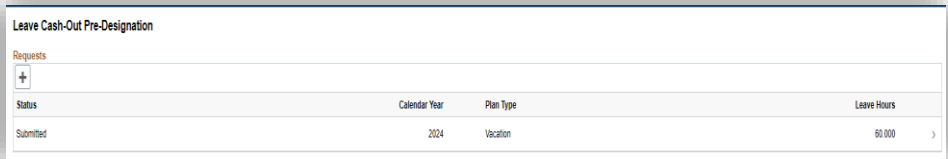
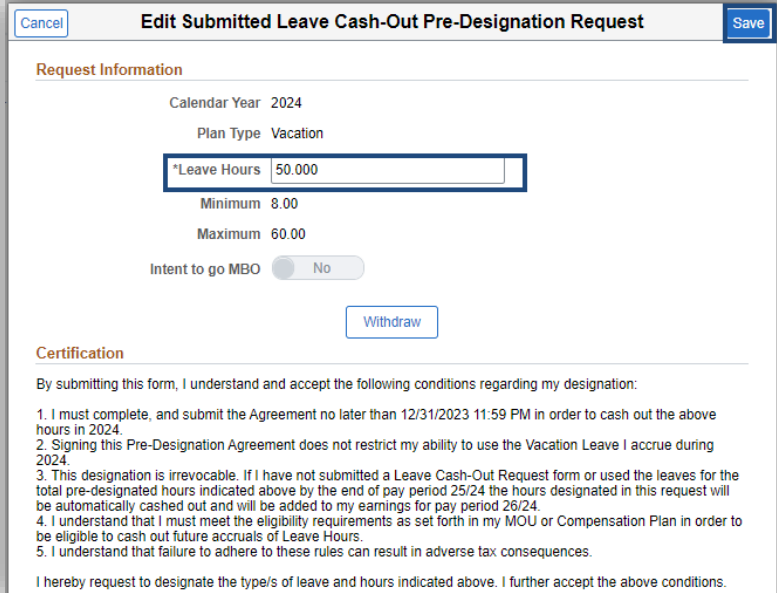
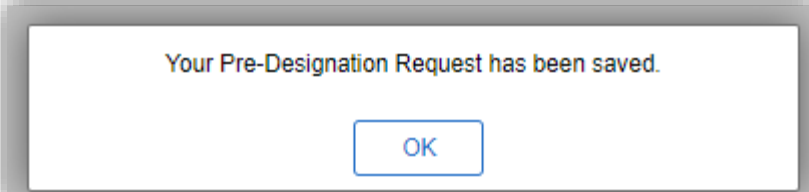
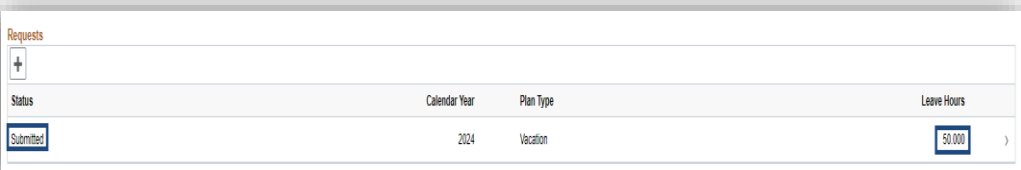
## Accessing the Leave Cash-Out Pre-Designation Module

<p>1) Select the PAY tile on your homescreen</p>	
<p>2) Select the LEAVE CASH-OUT PRE-DESIGNATION menu on the left of your screen</p>	
<p>3) Between December 1<sup>st</sup> – 31<sup>st</sup> you will see any requests you have initiated, if you have any, and be able to make any changes.</p>	

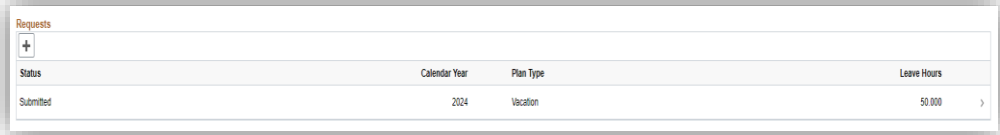
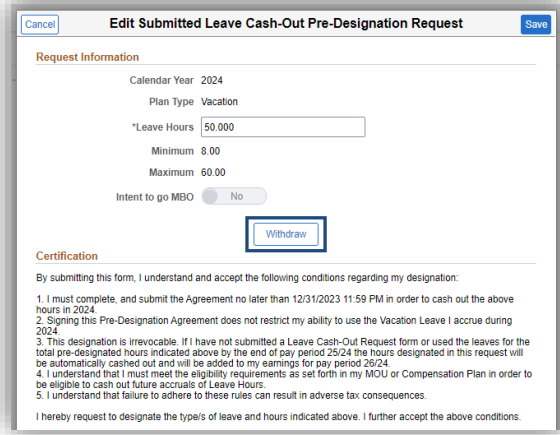

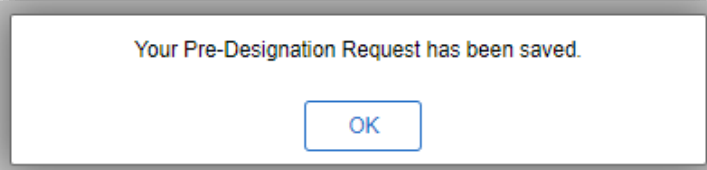
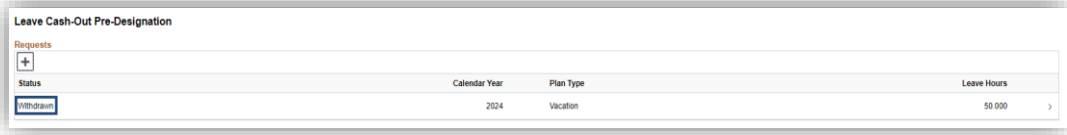
## Create a New Request

<p>1) For a new request, select the ADD REQUEST button.</p>									
<p>2) On the request, you will use the drop down menu under Plan Type, to select which leave you want to Pre-Designate and then enter the amount of hours you want to Pre-Designate. Select SAVE once complete</p>									
<p>3) You will then see your request on the main menu with a SUBMITTED status</p>	 <table border="1"> <thead> <tr> <th>Status</th> <th>Calendar Year</th> <th>Plan Type</th> <th>Leave Hours</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>2024</td> <td>Vacation</td> <td>60.000</td> </tr> </tbody> </table>	Status	Calendar Year	Plan Type	Leave Hours	Submitted	2024	Vacation	60.000
Status	Calendar Year	Plan Type	Leave Hours						
Submitted	2024	Vacation	60.000						

## Modify an Existing Request

<p>1) Select the Request you would like to modify</p>	
<p>2) Modify the Leave Hours on your existing request and then select SAVE</p>	
<p>3) A pop-up will appear stating your Pre-Designation Request has been saved.</p>	
<p>4) Your homescreen will reflect the updated request and the status as SUBMITTED</p>	

## Withdraw a Request

<p>1) Select the request you want to withdraw</p>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Calendar Year</th> <th>Plan Type</th> <th>Leave Hours</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>2024</td> <td>Vacation</td> <td>50,000</td> </tr> </tbody> </table>	Status	Calendar Year	Plan Type	Leave Hours	Submitted	2024	Vacation	50,000
Status	Calendar Year	Plan Type	Leave Hours						
Submitted	2024	Vacation	50,000						
<p>2) Select the WITHDRAW button</p>	 <p>The screenshot shows the 'Edit Submitted Leave Cash-Out Pre-Designation Request' form. The 'Withdraw' button is highlighted with a blue border. The form includes the following information:</p> <ul style="list-style-type: none"> <li>Calendar Year: 2024</li> <li>Plan Type: Vacation</li> <li>*Leave Hours: 50,000</li> <li>Minimum: 8.00</li> <li>Maximum: 60.00</li> <li>Intent to go MBO: No</li> </ul> <p>Below the form, there is a 'Withdraw' button and a 'Certification' section with the following text:</p> <p>By submitting this form, I understand and accept the following conditions regarding my designation:</p> <ol style="list-style-type: none"> <li>I must complete, and submit the Agreement no later than 12/31/2023 11:59 PM in order to cash out the above hours in 2024.</li> <li>Signing this Pre-Designation Agreement does not restrict my ability to use the Vacation Leave I accrue during 2024.</li> <li>This designation is irrevocable. If I have not submitted a Leave Cash-Out Request form or used the leaves for the total pre-designated hours indicated above by the end of pay period 25/24 the hours designated in this request will be automatically cashed out and will be added to my earnings for pay period 26/24.</li> <li>I understand that I must meet the eligibility requirements as set forth in my MOU or Compensation Plan in order to be eligible to cash out future accruals of Leave Hours.</li> <li>I understand that failure to adhere to these rules can result in adverse tax consequences.</li> </ol> <p>I hereby request to designate the type/s of leave and hours indicated above. I further accept the above conditions.</p>								
<p>3) A pop-up will appear asking if you are sure. Select YES</p>	 <p>The screenshot shows a confirmation pop-up with the text: "Are you sure you want to withdraw this Leave Cash-Out Pre-Designation Request?". There are two buttons: "Yes" and "No".</p>								
<p>4) A pop up will appear stating that your request has been saved. Select OK.</p>	 <p>The screenshot shows a confirmation pop-up with the text: "Your Pre-Designation Request has been saved.". There is one button: "OK".</p>								
<p>5) You will now see your request on the main menu with the status as WITHDRAWN</p>	 <p>The screenshot shows the 'Requests' table with the status updated to 'Withdrawn'.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Calendar Year</th> <th>Plan Type</th> <th>Leave Hours</th> </tr> </thead> <tbody> <tr> <td>Withdrawn</td> <td>2024</td> <td>Vacation</td> <td>50,000</td> </tr> </tbody> </table>	Status	Calendar Year	Plan Type	Leave Hours	Withdrawn	2024	Vacation	50,000
Status	Calendar Year	Plan Type	Leave Hours						
Withdrawn	2024	Vacation	50,000						

## Option to Intent

Some units have the Intend option to allow Pre-Designation for leave for employees who are MBO converting to TBO or vice versa on the next calendar year's Open Enrollment. This option allows an employee to pre-designate partial of their leave accrual under the new leave plan when they convert back to TBO or MBO.

Intending to go MBO the following Calendar Open Enrollment and want to Pre-designate partial of the earn PTO leave, select the INTENT TO GO MBO slider option to YES. Then Select PTO under PLAN TYPE and the amount of hours you want to Pre-Designate and SAVE

The screenshot shows the 'Add Request' form with the following details:

- Calendar Year: 2024
- \*Plan Type: Personal Time Off
- \*Leave Hours: 60.00
- Minimum: 8.00
- Maximum: 60.00
- Intent to go MBO: Yes (checked)

**Certification**

By submitting this form, I understand and accept the following conditions regarding my designation:

1. I must complete, and submit the Agreement no later than 12/31/2023 11:59 PM in order to cash out the above hours in 2024.
2. Signing this Pre-Designation Agreement does not restrict my ability to use the Personal Time Off Leave I accrue during 2024.
3. This designation is irrevocable. If I have not submitted a Leave Cash-Out Request form or used the leaves for the total pre-designated hours indicated above by the end of pay period 25/24 the hours designated in this request will be automatically cashed out and will be added to my earnings for pay period 26/24.
4. I understand that I must meet the eligibility requirements as set forth in my MOU or Compensation Plan in order to be eligible to cash out future accruals of Leave Hours.
5. I understand that failure to adhere to these rules can result in adverse tax consequences.

I hereby request to designate the type/s of leave and hours indicated above. I further accept the above conditions.

Intending to go TBO the following Calendar Open Enrollment and want to Pre-designate partial of the earn Vacation leave, select the INTENT TO GO TBO slider option to YES. Then Select Vacation under PLAN TYPE and the amount of hours you want to Pre-Designate and SAVE

The screenshot shows the 'Add Request' form with the following details:

- Calendar Year: 2024
- \*Plan Type: Vacation
- \*Leave Hours: 50.00
- Minimum: 10.00
- Maximum: 160.00
- Intent to go TBO: Yes (checked)

**Certification**

By submitting this form, I understand and accept the following conditions regarding my designation:

1. I must complete, and submit the Agreement no later than 12/31/2023 11:59 PM in order to cash out the above hours in 2024.
2. Signing this Pre-Designation Agreement does not restrict my ability to use the Vacation Leave I accrue during 2024.
3. This designation is irrevocable. If I have not submitted a Leave Cash-Out Request form or used the leaves for the total pre-designated hours indicated above by the end of pay period 25/24 the hours designated in this request will be automatically cashed out and will be added to my earnings for pay period 26/24.
4. I understand that I must meet the eligibility requirements as set forth in my MOU or Compensation Plan in order to be eligible to cash out future accruals of Leave Hours.
5. I understand that failure to adhere to these rules can result in adverse tax consequences.

I hereby request to designate the type/s of leave and hours indicated above. I further accept the above conditions.