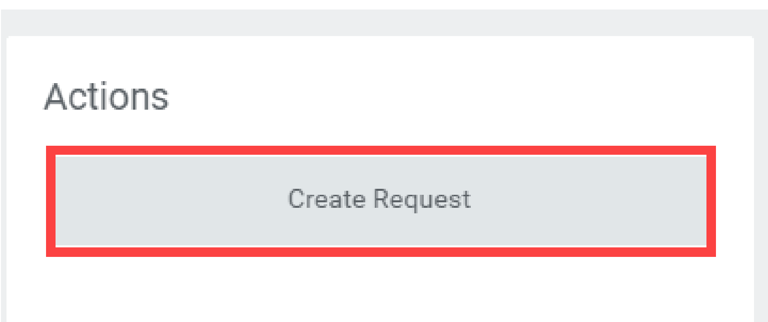
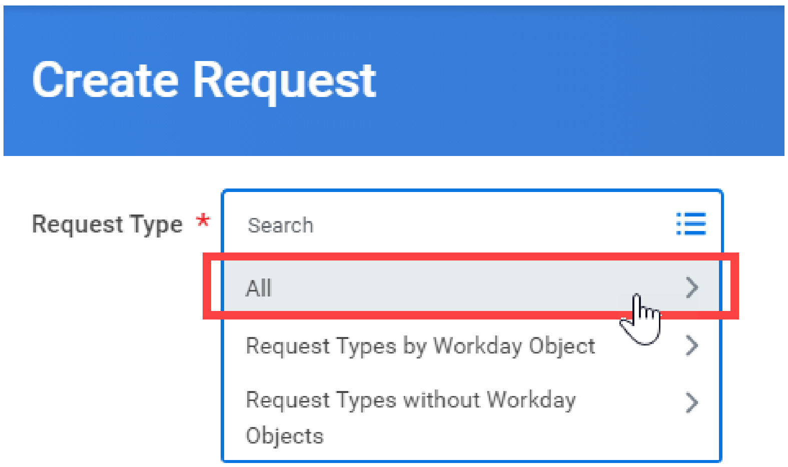
PTO Cash Out Request (*Hourly Employees*) – ***Employee Perspective***

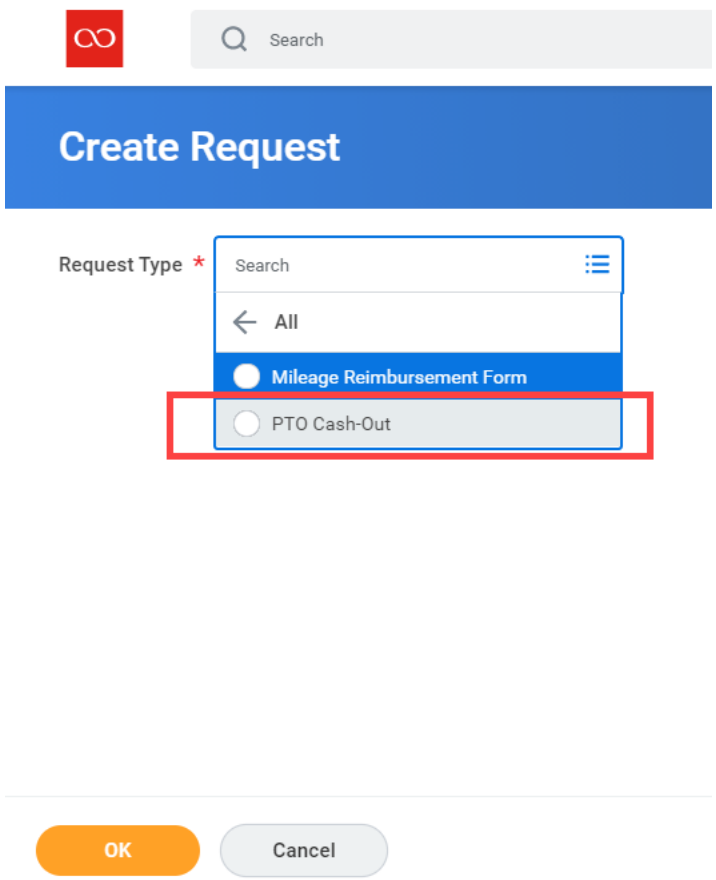
Overview
Provides step by step direction on how an <u>hourly</u> Employee can create a request to cash out their PTO.

Who Does This: Employee

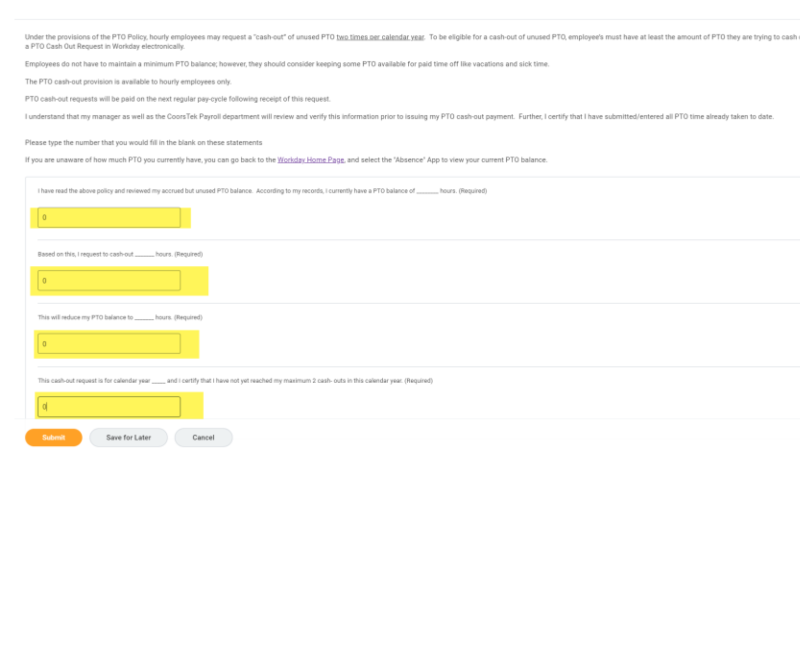
Things to Know:
- The option to cash out PTO is only available to **<u>hourly</u>** employees.
- Requests to cash out PTO can only be made at a **<u>maximum of twice per calendar year</u>**.

	**Step 1** Go to your Workday homepage and choose the **Requests** worklet.
	**Step 2** Select the **Create Request** button.

<table>
<tr>
<td>
</td>
<td>Step 3
In the Request Type box, select the drop-down menu to the right and then select “All”.

This will drop down a list of different types of requests that are available to you from which to select</td>
</tr>
<tr>
<td>
</td>
<td>Step 4
Select the request type PTO Cash Out.

Select OK.</td>
</tr>
</table>



Under the provisions of the PTO Policy, hourly employees may request a "cash-out" of unused PTO two times per calendar year. To be eligible for a cash-out of unused PTO, employee's must have at least the amount of PTO they are trying to cash
a PTO Cash Out Request in Workday electronically.

Employees do not have to maintain a minimum PTO balance; however, they should consider keeping some PTO available for paid time off like vacations and sick time.

The PTO cash-out provision is available to hourly employees only.

PTO cash-out requests will be paid on the next regular pay-cycle following receipt of this request.

I understand that my manager as well as the CoorsTek Payroll department will review and verify this information prior to issuing my PTO cash-out payment. Further, I certify that I have submitted/entered all PTO time already taken to date.

Please type the number that you would fill in the blank on these statements

If you are unaware of how much PTO you currently have, you can go back to the Workday Home Page, and select the "Absence" App to view your current PTO balance.

I have read the above policy and reviewed my accrued but unused PTO balance. According to my records, I currently have a PTO balance of _______ hours. (Required)

0

Based on this, I request to cash-out _______ hours. (Required)

0

This will reduce my PTO balance to _______ hours. (Required)

0

This cash-out request is for calendar year _____ and I certify that I have not yet reached my maximum 2 cash- outs in this calendar year. (Required)

0

Submit | Save for Later | Cancel

Step 5

Answer all the questions and enter all the information requested as relates to your PTO in the form fields and click **Submit**.

Note: ***if you are unsure of your current available PTO balance, you confirm your available balance in Workday (Absence worklet) or in Kronos.***

FAQ's

What happens next?

The PTO Cash Out request will be routed to your manager for review and approval. Once your manager approves the PTO Cash Out request, the request will be routed to Payroll for further review and processing.

Can I view My Requests?

Yes. You can view recent requests you have made by going to the **Requests** worklet >> **My Requests** button.