

**What are My Options:**

This option is only available one time per year in December

Reference the email sent from Shannon Reilly ([staff.reills44@uwosh.edu](mailto:staff.reills44@uwosh.edu)) for your conversion option(s)

**View your options and make decisions prior to submitting entry:**

The conversion is auto approved. If there is an error with the conversion to Banked Leave contact your payroll coordinator for assistance.

**Cash Payment is paid on the check after it processes.**

If the payment is desired in the current calendar year, watch the entry times so it processes with the last check of the year.

**Vacation converted to cash payment is payable as follows:**

- If entry is completed by 12/08/2018, payment will be made on 12/20/2018
- If entry is completed on or after 12/09/2018, payment will be made on 01/03/2019

Leave Policies may be found here: <https://www.wisconsin.edu/ohrwd/benefits/leave/>

**How to Enter Options:**

Login To: My UW System Portal – <https://my.wisconsin.edu>

**NOTES:**

- Option will not be available to choose until you enter a date between 12/1 and 12/22.
- Avoid entry between 12/23 and 12/31 as processing this period is inherently more complicated.
- Use a non-worked day, typically Saturday or Sunday date, to avoid timesheet exception issues

\*\*\* Caution: **Do not choose BANKED LEAVE** - This is for usage of the banked leave not conversion. \*\*\*

**Non-Exempt Employees using the Hourly Integrated Timesheet**

Click on: **Time and Absence App (box)**

Click On: **Timesheet**

- Choose a date between 12/1 and 12/22 - Use a non-worked day, typically Saturday or Sunday date, to avoid timesheet exception issues

Choose Time/Absence Code: **Convert Vac to Banked Lv (CLS)**

**\*\*\* Caution: Do not choose BANKED LEAVE - This is for usage of the banked leave not conversion. \*\*\***

**Input the total hours you wish to convert in Convert Hours column; If eligible, you would also indicate the total hours in Payout Hours column**

- **Enter hours in whole hour increments only**
- *Convert* hours means banking vacation hours
- *Payout* hours means you will receive a cash payment

**Click Submit**

From 12/09/2018 to 12/22/2018 ?

Timesheet | Additional Elements |  Show all columns by default

Select for Delete	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Convert Hours	Payout Hours	Sched Hrs	Comp Time
<input type="checkbox"/>	Sun 12/9											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Mon 12/10											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Tue 12/11											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Wed 12/12											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Thu 12/13											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Fri 12/14											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sat 12/15							Convert Vac to Banked Lv (CLS)		80	40	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sun 12/16											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Mon 12/17											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Tue 12/18											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Wed 12/19											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Thu 12/20											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Fri 12/21											0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sat 12/22											0.00	<input type="checkbox"/>

**Exempt Employees using the Elapsed Timesheet (Enter Absence Area)**

Click on: **Time and Absence App (box)**

Click On: **Enter Absence**

**Start Date (required):**

Choose a date between 12/1 and 12/22 - Use a non-worked day, typically Saturday or Sunday date, to avoid timesheet exception issues

### Request Absence

UNIV SVC PRG ASSOC

**Instructions**  
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

**Absence Detail** ?

\* Start Date   [View Monthly Schedule](#)

End Date

Filter by Type  ▼

\* Absence Name  ▼

**Additional Information**

Convert  Payout

**Comments**

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

\* Required Field

**Absence Name (required):** Choose **Convert Vac to Banked Lv**

This will not be available to choose until you enter a date between 12/1 and 12/22.

**\*\*\* Caution: Do not choose BANKED LEAVE - This is for usage of the banked leave not conversion. \*\*\***

**End Date:** This must be the same date as the start date. You will receive an error message if the dates are not the same.

**Additional Information Section:** After selecting the Absence Name, a convert field will appear for you to fill out. Input hours to convert and/or cash out based on your eligibility options provided in the email.

- Enter hours in whole hour increments only
- *Convert* means banking vacation hours
- *Payout* means you will receive a cash payment

Click Submit.

### Request Absence

UNIV SVC PRG ASSOC

**Instructions**  
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

**Absence Detail** ?

\* Start Date   [View Monthly Schedule](#)  
End Date    
Filter by Type    
\*Absence Name

**Additional Information**

Convert  Payout

**Comments**

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

\* Required Field

**Click OK**

[Request Absence](#)

[Submit Confirmation](#)

✓ The Absence Request was successfully submitted.

OK

You will now see the [Request Details](#) page which lists the details of the request and its status. Conversion is auto approved.

**Note:** Because the conversion is auto approved, your payroll coordinator is not directly involved. If there is an error with the conversion to Banked Leave contact your payroll coordinator. They will need to make the necessary changes because it cannot be pushed back.

DIS INFORM PROC CONS

Instructions

View Request Status and Approval Details

Details

Start Date 08/02/2016

End Date 08/02/2016

Absence Name Convert Vac to ALRA (UNC)

Additional Information

Convert 40.000000

Workflow

Status Approved

Request History

Personalize | First

Status	Name	Date	Comments
Submitted		11/14/2016	