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) 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
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
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.
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.