



## 2016 Transition Assistance Vacation Cash Out Program EDB Entry Instructions

Below you will find the vacation cash out instructions for those employees that are part of the non-exempt, biweekly paid transition group. This also applies to PTO, if applicable.

1. Ensure the employee is a monthly paid exempt employee who is converting to biweekly, non-exempt pay and meets the following criteria:
  - \* Employment status is active or on paid leave
  - \* Employee has existing accrued vacation (PTO, if applicable)
2. Ensure the 2016 Transition Assistance Vacation Cash Out Application form is complete, signed and dated by the employee. This form can be found at [hr.uci.edu/partnership/FLSA](http://hr.uci.edu/partnership/FLSA).
3. For vacation cash out go to the EDAT screen and then the EDAP (Additional Pay) screen. Enter the following information:

DOS code: VPB  
 Pay period end date: 113016  
 Schedule Pay Cycle: MO  
 Schedule Pay End: 113016  
 PAN Comments: Processing Vacation cash out per employee's request

4. For paid time off (PTO) cash out go to the EDAT screen and then the EDAP (Additional Pay) screen. Enter the following information:

DOS code: PTS  
 Pay period end date: 113016  
 Schedule Pay Cycle: MO  
 Schedule Pay End: 113016  
 PAN Comments: Processing Vacation cash out per employee's request

5. There are three EDB entry deadlines depending on selected pay out date:

Deadline to Enter into EDB	Pay Out Date
November 22, 2016	December 1, 2016 monthly paycheck
December 8, 2016	December 14, 2016 biweekly paycheck
December 21, 2016	December 28, 2016 biweekly paycheck

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6. Prior to entering the cash out amounts, please check the employee's vacation (or PTO hours if applicable) balance to ensure that it's still available for payout.
7. Maintain a copy of the 2016 Transition Assistance Vacation Cash Out Application in the employee's personnel file.

Please contact Melinda Rodarte (4-3328), Joseph Winfery (4-6827), or Nabila Khalil (4-6821) you have any questions regarding processing the vacation (or PTO, if applicable) cash out.