

What are My Options:

This option is only available one time per year in December

Reference the email sent from Jodi Anthony (anthonyj@uwosh.edu) for your conversion option(s)

View your options and make decisions prior to submitting entry: The conversion is auto approved. Your supervisor will not be able to push this back to you once you submit. 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.


NOTE: This will not be available to choose until you enter a date between 12/1 and 12/31.

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

Login To: My UW System Portal – <https://my.wisconsin.edu>
(where you check your earnings statements)

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

Click On: **Enter Absence**

Start Date (required): Use a weekend date to avoid timesheet exception issues; The date you want the conversion to occur, you can enter the date by typing it in the format MM/DD/YYYY or by clicking the calendar icon  and selecting the correct day. Choose a date between 12/1 and 12/31. Be sure you have vacation to convert otherwise you will get an error message.





NOTE: For those eligible for cash payment only: The start date is critical for cash pay because based on the day you select, the cash pay will happen on the next check processed after the entry is completed.

Vacation converted to cash payment is payable on 12/22/2016, if entry is completed by 12/10/2016. If entry is completed after 12/11/2016, payment will be made in January 2017.

Request Absence

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

Note that Banked Leave conversion takes must be entered between the dates of 12/1 and 12/31. Please enter the take on an unscheduled work day such as the weekend. Cash Pay is paid on the last check of the year if conversion is entered by 12/12/2015. Entry for cash pay after that date will be paid in January.

Absence Detail	
*Start Date:	<input style="border: 1px solid red;" type="text" value="12/20/2015"/> 
End Date:	<input type="text"/> 
Filter by Type:	<input type="text" value="All"/> 
*Absence Name:	<input type="text" value="Convert Vac to Banked Lv"/> 
View Monthly Schedule	
Additional Information	
Convert	<input type="text"/>
Payout	<input type="text"/>
Comments	
Requestor Comments:	<input style="width: 90%;" type="text"/>

* Required Field

Filter by Type: Leave it set to All.

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 12/31.

***** Caution: Do not choose BANKED LEAVE which is first in the list.**
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.

The screenshot shows the 'Absence Detail' section of a web form. It includes the following fields:

- *Start Date:** A date picker set to 12/20/2015.
- End Date:** A date picker set to 12/20/2015.
- Filter by Type:** A dropdown menu set to 'All'.
- *Absence Name:** A dropdown menu set to 'Convert Vac to Banked Lv'.

 A link for 'View Monthly Schedule' is visible to the right of the date fields.

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.

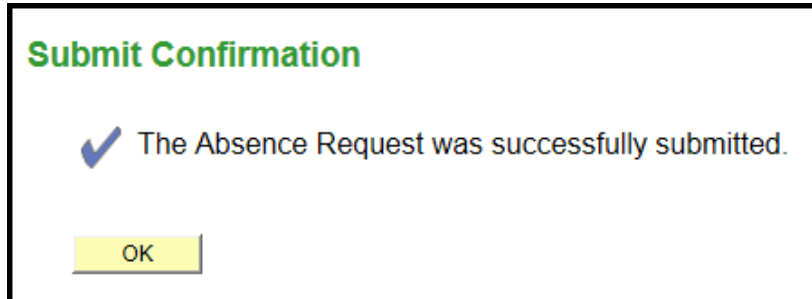
You will receive an error message if you have entered something incorrectly or the hours are not entered in whole hours. HRS will verify eligibility and availability before converting.

The screenshot shows the 'Request Absence' form. It includes the following sections:

- Absence Detail:** Similar to the previous screenshot, but with the 'Absence Name' dropdown highlighted by a red box.
- Additional Information:** A section with two input fields:
 - Convert:** Input field with the value '40'.
 - Payout:** Input field with the value '40'.
 This section is also highlighted by a red box.
- Comments:** A section with a 'Requestor Comments' text area.

 A legend at the bottom indicates that an asterisk (*) denotes a required field.

Click Submit. You will receive this message following the submission if there are no errors. If you receive an error message that you believe is incorrect see your payroll coordinator as the conversion is auto approved.



Click 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.

Request Details

View Request Status and Approval Details
Note that Banked Leave conversion takes must be entered between the dates of 12/1 and 12/31. Please enter the take on an unscheduled work day such as the weekend. Cash Pay is paid on the last check of the year if conversion is entered by 12/12/2015. Entry for cash pay after that date will be paid in January.

Details	
Start Date:	12/20/2015
End Date:	12/20/2015
Absence Name:	Convert Vac to Banked Lv (CLS)

Additional Information	
Convert	40.000000
Payout	40.000000

Workflow	
Status:	Approved

Request History			
Status	Name	Date	Comments
1 Submitted			

Log Out