

Temple University
Human Resources – Payroll Management

Vacation Bank Cash Out Request Form

Vacation Bank Cash Out Request forms must be submitted by the deadline to HR-Payroll Management
1st Floor TASB:

October 2010 Cash Out – **Deadline October 4th** to be paid in October.
March 2011 Cash Out - **Deadline March 1st** to be paid in March.

(Please Print)

Employee Name: _____

TUId #: _____

In accordance with the University vacation policy AFSCME employees, I am requesting the following cash out of my vacation bank. I understand that the amount of the vacation bank cash out is subject to verification against balances maintained in Kronos and approval by the Office of Human Resources – Payroll Management. The amount of the cash out may be subject to change if an insufficient balance remains. The payment will be based on my current base salary and will be subject to the supplemental payroll tax withholding rates. The payment will not include benefit deductions.

Amount of Vacation Bank Cash Out: _____ hours

Employee
Signature: _____ Date: _____

Department Head Approval: _____

Department Head please forward this form to Human Resources – Payroll Management located in 1st Floor TASB for processing and payment eligibility review.

For HR – Payroll Management Department Review Only:

Approved Hours: _____ HR – Payroll Mgt: _____

Disapproved: (circle one)

Inadequate balance Benefit Unit Ineligible Incomplete Form

Other: _____

For Payroll Processing Only:

TUId _____ Pay ID __ _ Pay # _ _ _

<u>Earn Type</u>	<u>Pay Period End Date</u>	<u>Hours</u>	<u>FOAP</u>
___	___ / ___ / ___	_____.	_____ - _____ - _____