Each year, UPG team members can cash out excess Paid Time Off (PTO). During the cash out time period, employees may cash out PTO as allowed by the current UPG PTO Policy that states:

Each employee who has worked at UPG for at least three (3) consecutive years (as of 12/31) has the option to cash-out up to forty (40) hours of PTO at the employee’s normal hourly rate of pay, if after the cash-out the employee retains a balance of at least eighty (80) hours of PTO.

Prior to following this Job Aid, you should know how much leave you intend to request for cash out. Use the UPG Time Off Use/Lose Job Aid for guidance.

**Enter Cash Out Request**

1. Click the Absence app on the home page.
2. Click Request Absence.
3. Navigate to May 2022 by using the arrow prompts atop the absence calendar. and select May 28, 2022.
4. The **1 Day - Request Absence** button activates, click it.
5. The Select Absence Type pop up displays. In the Type field, enter UPG Cash Out and click Next.
   - If you do not see the UPG Cash Out option, confirm you selected 5/28/22 as the date/see if you have a 0 Cash Out Max Allowed.
6. Note the instructions/guidelines at the top of the page.
7. In the table, click the **Edit Quantity per Day** button.
8. Enter the hours to be cashed out in the Quantity per Day field. Do Not enter hours in the Update All Quantities field. Click Done, then Click Submit.
9. Confirm your request by hovering over the UPG Cash Out request found on May 28 of the calendar. When you hover over it, you will see “Approved”.
10. Payout will be included in the June 3, 2022, paycheck.

**Edit Submitted Request**

PTO Cash Out requests can be edited between May 19 – May 29, 2022.

1. Complete steps 1 – 5.
2. Click on the UPG Cash Out request found on May 28 of the calendar.
3. Click the minus button ‒ to the left of current request to delete the request, or, if adjusting the number of hours, change the number in the Quantity per Day field.

4. Click Submit.

**View and Calculate Leave Balance for Year**

To view future leave balances in order to calculate time off for future absences, see the [Viewing Leave Balances Job Aid](#).

If you would like to see your Use or Lose hours, see the [UPG, Time Off Use or Lose Hours Job Aid](#).