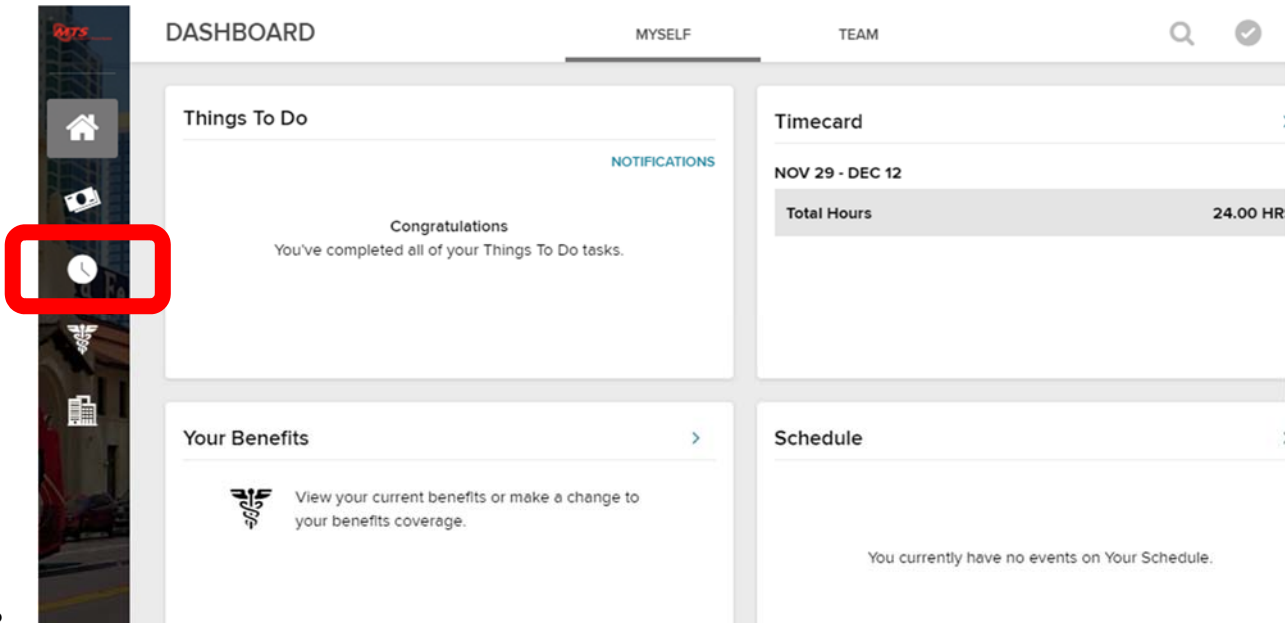


Annual Leave Cash Out Guide – MyADP

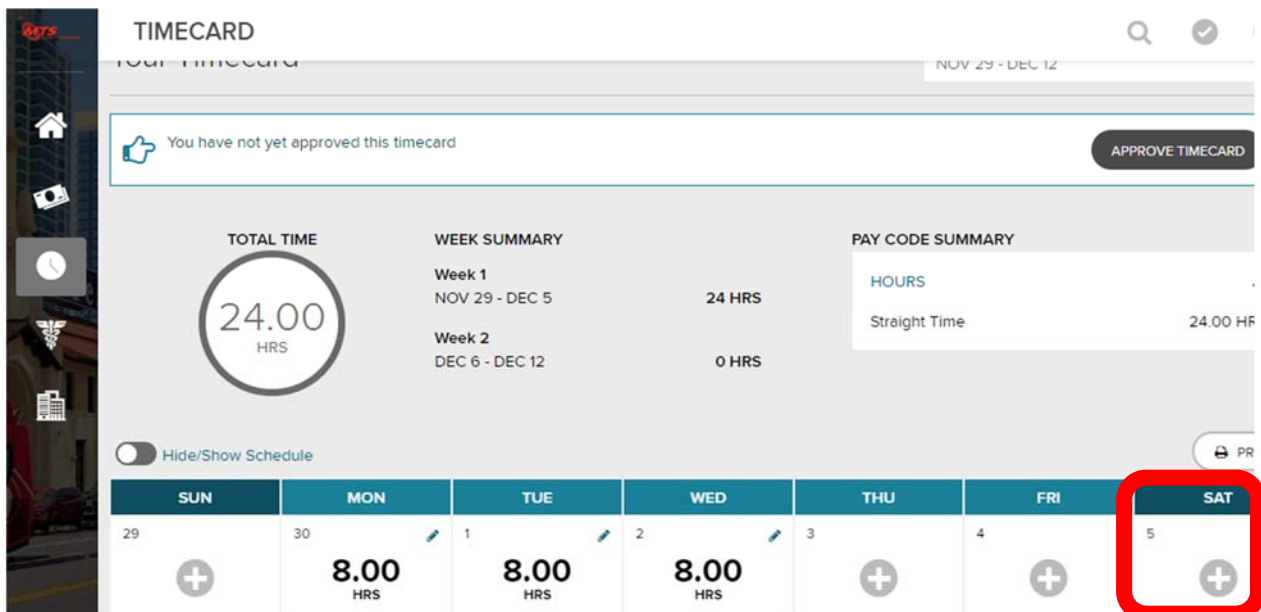
STEP 1

- From your MyADP dashboard, click on the clock icon on the left side of the screen.



STEP 2

- Click on a non-work day during the pay period in which you wish to cash out your leave.
Note: It is recommended that the Annual Leave Cash Out Hours be entered on a non-work day; however, your hours will still be processed if you enter them on a work day.



STEP 3

- In the drop-down menu under “PAY CODE” select “Cash Out Ann Lv”

TIMECARD

SUN	MON	TUE	WED	THU	FRI	SAT
29 +	30 8.00 HRS	1 8.00 HRS	2 8.00 HRS	3 +	4 +	5 0.00 HRS

SAT, DEC 5

PAY CODE
Hours Worked

Annual Leave Unscheduled
Bereavement
Cash Out Ann Lv
Floating Holiday
IT Dept Call Back
Jury Duty

SAVE AND CLOSE

STEP 4

- Type in the number of hours you would like to cash out under “HOURS” and then click “SAVE AND CLOSE”.
Note: The maximum number of annual leave hours that can be cashed out is 80 hours each calendar year.

TIMECARD

DEC 6 - DEC 12 0 HRS

Hide/Show Schedule

SUN	MON	TUE	WED	THU	FRI	SAT
29 +	30 8.00 HRS	1 8.00 HRS	2 8.00 HRS	3 +	4 +	5 80.00 ENTERED

SAT, DEC 5

PAY CODE
Cash Out Ann Lv

ACCOUNT
Please Select

HOURS
80.00

NEW ACCOUNT

ADD ENTRY

PREV DAY NEXT DAY

SAVE AND CLOSE