# Annual Leave Cash Out Guide – MyADP

## STEP 1

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

DASHBOARD	MYSELF	TEAM	Q (	9
Things To Do		Timecard		;
	NOTIFICATIONS	NOV 29 - DEC 12		
Congratulations		Total Hours	24.0	DO HR:
You've completed all of your Things To D	o tasks.			
Your Benefits	>	Schedule		
View your current benefits or make a o your benefits coverage.	change to	You currently have no events	on Your Schedule.	
	DASHBOARD         Things To Do         Congratulations         Vouve completed all of your Things To Do         You've your current benefits or make a your benefits coverage.	DASHBOARD       MYSELF         Things To Do       NOTIFICATIONS         Congratulations       NOTIFICATIONS         You've completed all of your Things To Do tasks.       >         Your Benefits       >         We your current benefits or make a change to your benefits coverage.       >	DASHBOARD     MYSELF     TEAM       Things To Do     NOTIFICATIONS     Timecard       NOTIFICATIONS     NOV 29 - DEC 12     Total Hours       You've completed all of your Things To Do tasks.     Total Hours       Your Benefits     >       Your Benefits     >       You benefits coverage.     Schedule       You currently have no events	DASHBOARD MYSELF TEAM Q     Things To Do     NOTIFICATIONS     NOTIFICATIONS     You're completed all of your Things To Do tasks.     Your Benefits     Your Benefits     Yew your current benefits or make a change to your benefits coverage.     You currently have no events on Your Schedule.

#### 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.

Rgrs_	TIMECARD	i d						NC	DV 29 - DEC 12	Q	0
*	You have not y	et approved th	is timecard							APPROVE	TIMECARD
	TOTAL	TIME	WE	EK SUMMARY				PAY CODE SU	MMARY		
			Wee	ek 1		24.000		HOURS			
	24.	00	Wee	29-DEC 5		24 HK5		Straight Tim	e		24.00 HF
			DEC	6 - DEC 12		0 HRS					
	Hide/Show Sch	edule									
	SUN	мо	N	TUE		WED	55 B	THU	FRI		SAT
	29	30	. 1	1	/ 2		/ 3	-	4	5	
	e	8.0 HR:	0	8.00 HRS		8.00 HRS		0	0		0

## STEP 3

• In the drop-down menu under "PAY CODE" select "Cash Out Ann Lv"

Ag75	TIMECARD						Q Ø
	SUN	MON	TUE	WED	тни	FRI	SAT
T D	29	30 <b>8.00</b> HRS	1 <b>8.00</b> HRS	2 8.00 HRS	3	٠ •	5 0.00 HRS
				SAT, DEC 5			
400	e e	7	e	PAY CODE Hours Worked		ours ∽ hh.hh	
Ē				Annual Leave Unsc	theduled		~
				Bereavement Cash Out Ann Lv			
				IT Dept Call Back Jury Duty		×	SAVE AND CLO

## 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.

75	TIMECARD						Q 🔘 🌔
		HKS D	EC 6 - DEC 12	0 HRS			
	Hide/Show So	chedule					
	SUN	MON	TUE	WED	тни	FRI	SAT
	29	30 <b>8.00</b> HRS	1 <b>8.00</b> HRS	2 8.00 HRS	<sup>3</sup>	Ġ	5 80.00 ENTERED
				SAT, DEC 5			_
	6	, G	•	PAY CODE Cash Out Ann Lv		HOURS	
				ACCOUNT Please Select			~
-					O NEW ACC	COUNT	
				ADD ENTRY			
22				PREV DAY	NEXT DAY		SAVE AND CLOSE