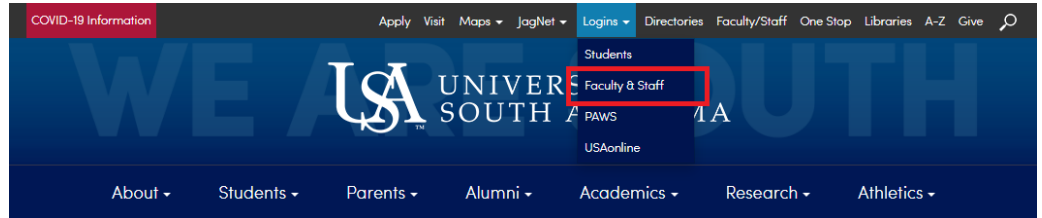# PTO Voluntary Cash Out

Complete your election no later than Wednesday, November 30, 2022 by 4:30 P.M.

If approved, cash out payment will be made in August 2023

Step 1:

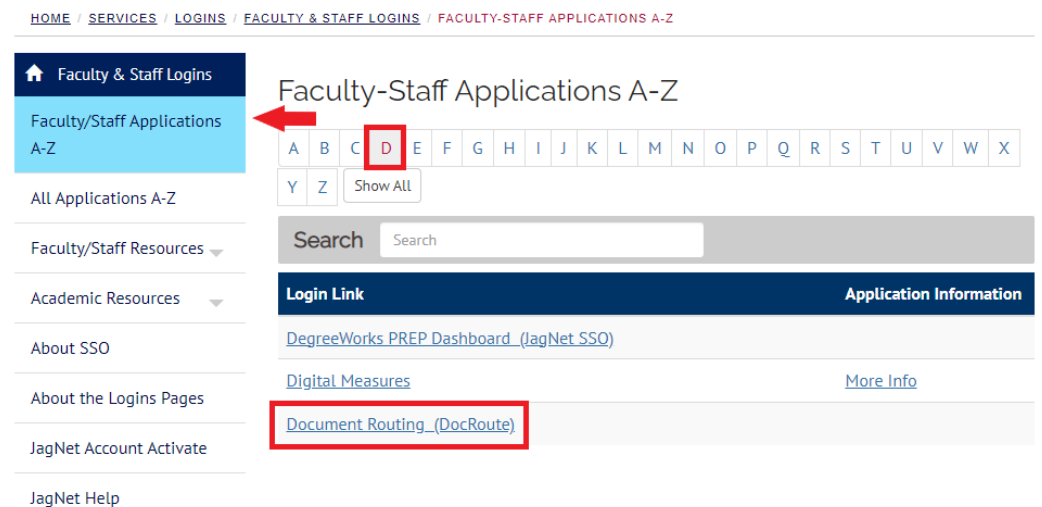On the USA homepage, click the Logins dropdown and select Faculty & Staff

Step 2:

In the left column, click Faculty/Staff Applications A-Z.

Choose letter D

Select DocRoute

Step 3:

Input your jag number and password

Click Logon

*Click JagNet Information for Health Systems Employees or contact HSIS IT for login support (251) 445-9123

PTO Voluntary Cash Out

Step 4:

Under Human Resources, click USA Health PTO Cash Out Election

| Home |
| Computer Center |
| Human Resources |
| Sick Leave Donation Program |
| USA Health PTO Donation Program |
| USA Health PTO Cash Out Election |
| Retiree Email |
| Employee Separation |
| Employee Transfer |

DocRoute

This application provides tracking and review of processes for various University groups and departments. Please select one of the menu options to the left.

The following items require your review.

No items to show.

Step 5:

Click New PTO Cash Out Election

USA Health PTO Cash Out Election

This module is for eligible USA Health Staff and Administrative employees to make an annual voluntary PTO Cash Out Election.

New Request

If you would like to request a PTO Cash Out, click here:

New PTO Cash Out Election

Step 6:

Verify the information show in Requested By is correct

Input the best phone number to reach you

Once you have reviewed the Request Details, select how many hours to cash out from the drop down and check the box stating you understand your choice

Click Submit

USA Health PTO Annual Voluntary Cash Out Entry

Requested By

Full Name:	Jag Number:
Title:	Department:
E Class:	Department Code:
Email:	Work Phone:

Contact Phone:*

Request Details

Employees in the PTO program may elect cash distribution in cash up to 24 annual PTO hours. Employees are required to use a minimum of 40 hours of PTO accrued based on FTE, remaining in their accrue in the time if medical release or any use for payment. The cash out payment cannot exceed 30 hours. Is paid at 100% of the employee's hourly rate in the time of calculation, and is prorated based on FTE in the time of calculation. As explained.

I want to cash out the following number of hours, limited to the number of hours available:* [▾]

I understand that this is a permanent choice for 2023 and may not be changed after Wednesday, November 30, 2022. * ☐

Submit

Note:

You will receive a notification email acknowledging your request. Once HR receives and verifies the conditions expressed in the Request Details are met, the request will be sent to Payroll for processing.

You may review the status of the request by returning to the PTO Cash Out Election DocRoute screen (follow Steps 1 - 4), and search for the Existing Request or use the Browse Request options.

UNIVERSITY OF SOUTH ALABAMA