EARNED TIME CASH IN

Common Workday Icons

Notifications | Inbox | Worker Profile | Edit | Search | Dropdown | Related Actions | Undo | Save

Intended Audience:

All Staff

Background:

REMINDER: THIS ACTION IS IRREVOCABLE. ONCE YOU MAKE AN ELECTION YOU CANNOT CHANGE IT.

Please see Policy HR-13A for complete guidelines on Earned Time Cash In's. Employees will be eligible to cash in up to 40 hours of earned time each year. IRS regulation state that earned time cash in elections must be made in the current calendar year and paid out the next calendar year. Once a cash in request has been made, they are irrevocable. Cash In elections can be made annually during open enrollment. Employees must leave a balance of 40 hours.

NOTE: Wherever possible MaineGeneral will use the term Earned Time Cash In. There are sections that are owned by Workday and MaineGeneral cannot change the terminology therefore you will see the term "Sell Time Off".

Instructions:

Requesting Cash In:

- In the upper right corner, click on your badge photo
- Click **View Profile**
- Click **Absence**
- Click on **Absence Balance** tab
- Click on **Sell Time Off**
- Type of Time Off – leave as Earned Time Cash In
- **Hours** enter the number requested hours to cash in
  - Maximum of 40 hours can be requested
  - Must have a balance of 40 hours remaining
  - Must request time in increments of 1 hour
- Comment optional
- Click on **Submit**
- A "You have submitted" screen will appear

View Cash In Request:

- From the **Home Page** select **View All Apps** **OR** **Select Menu** (top left-hand corner)
- Click **Manage Absence**
- Under **Actions** – click **My Absence**
- Click **Time Off Sold** tab
- Will show the Earned Time Request and number of hours