

## PTB Cash-In General Information

From **November 3-16, 2024**, you can elect to cash-in PTB hours that will be paid in calendar year 2025.



- Employees can elect to cash-in PTB hours for payment in May and/or November 2025.
- Hours cashed-in will be included in the following paychecks:
  - May 16, 2025
  - November 14, 2025
- You may elect to cash-in up to 80 hours/month.
- There is no minimum service requirement to participate in the PTB cash-in program.
- PTB balances will be reviewed at the time of the payout to determine the available cash-in amount. (Hours must have been accrued in 2025 to be eligible for cash-in).

## Request PTB Cash In

Prior to entering your PTB Cash-In elections, ensure the page has fully loaded. Failing to do so may result in your elections resetting back to zero. Once the page has loaded, follow these steps:

1. Click on **Menu** in the top left corner of your home screen. Select the **Time Off** app.

2. Under **Request**, select **Time Off**
3. Click on **one** of the two acceptable dates on the calendar. Acceptable dates shown below.
4. After selecting the acceptable date, click on the blue button in bottom left hand corner labeled “1 Day – Request Time Off.”



Note: Use the following dates when electing monthly PTB cash-in:

- May 04, 2025
- November 02, 2025

5. Use the **Prompt**  icon to elect the **Type** of cash-in.
  - PTB Cash-In – hours allotted here will be paid out based on the date of your request.
6. Enter the amount of hours you would like to cash-in under **Daily Quantity** (limit of 80 hours in May and 80 hours in November). This Unit of Time will populate as hours.



Note: The **Projected Balances** report on the left hand side of the screen will show your current available PTB (it cannot project past the current pay period) and the total requested cash in hours.

6. Comments are not required.
7. When complete, click **Submit**.

## Correct/Delete PTB Cash-In Amounts

From **November 3-16, 2024** you may make changes to your PTB Cash-In elections. Once this election window has closed, you will not be able to change, add or cancel your elections.

To make changes, complete the following steps:

1. Select the **Time Off** app on your home screen.
2. Under **Request**, select **Time Off**
3. Find the respective appropriate cash in date.
4. Double click on your request on the calendar
5. Make changes within the **Daily Quantity** column. Changing an amount to zero will delete that election.
6. When complete, click **Submit**.

## View Your Cash-in Requests (Past and Upcoming)

1. Navigate to your profile.
  - Click on your picture in the upper right-hand corner of the screen
  - Select **View Profile** underneath your name
2. Click the **Actions** button on the left side.
3. Hover over **Time & Absence** and select **View Time Off**.