



From: Human Resources

To:  #Employees-Restricted Use

Cc:

Subject: 2013 PTO Cash Out Election & Submission - December 14th

Attachments:  FINAL_PTO_Cash_out_form_2013.pdf

It's that time of year again to consider whether or not you would like to cash out PTO in 2013. You must submit your PTO cash out election in 2012 in order to receive a cash out in November of 2013. (See Attached From) All 2013 PTO Cash Out forms are due into Payroll by Friday, December 14, 2012.

As a reminder, you must maintain at least 80 hours in your PTO bank at the time of the cash out.

Also, forms, calendar and posted holidays are available on the WAVE under Employee Information>Payroll, Time, Attendance & Holidays or click on the link below.


http://wave/intranet/apps/view_items.cfm?MenuID=5607&CategoryID=1

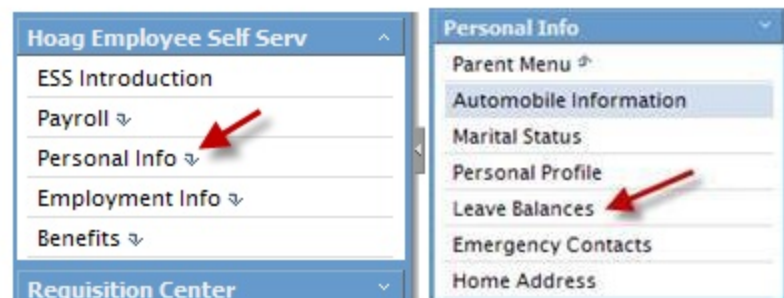
Examples: PTO Cash Out with and without Minimum PTO Balances

1. If you designated 40 hours of PTO to cash out you will need to have at least 120 hours or more of PTO in you bank at the time of cash out. 120 bank – 40 hours = 80 hours remaining in PTO.
2. If you designated 40 hours and your total bank is 110 at the time of the cash out processing, you will receive 30 hours of PTO in direct deposit or a live check. 110 bank – 40 hours = 70 hours remaining. Minimum bank must be 80 hours, so 30 hours will be received in the form of direct deposit or a live check.
3. If you designated 40 hours of PTO to cash out and your bank is 68 hours at the time of the cash out, you are not eligible for a PTO cash out as you do not meet the minimum remaining hours of 80.

Also, if you designated a different 401(k) deferral % to go towards your 401(k) plan, this will be updated for the PTO Cash out only and then taken back to your original % before your next regular paycheck.

To view your current PTO balance:

- Log into Lawson (employee self-service) on the WAVE. 
- Click on "Hoag Employee Self Service", click on "Personal Info", click on "Leave Balances".



The screenshot shows two side-by-side navigation menus. The left menu is titled 'Hoag Employee Self Serv' and contains items: ESS Introduction, Payroll, Personal Info (highlighted with a red arrow), Employment Info, Benefits, and Requisition Center. The right menu is titled 'Personal Info' and contains items: Parent Menu, Automobile Information, Marital Status, Personal Profile, Leave Balances (highlighted with a red arrow), Emergency Contacts, and Home Address.

- You will see your accrued to date PTO available.

Leave Balances

Hoag PTO Plan

Balance Totals

Available Time: 24.05 hours