2016 Transition Assistance Vacation Cash Out Program
EDB Entry Instructions

Below you will find the vacation cash out instructions for those employees that are part of the non-exempt, biweekly paid transition group. This also applies to PTO, if applicable.

1. Ensure the employee is a monthly paid exempt employee who is converting to biweekly, non-exempt pay and meets the following criteria:
   * Employment status is active or on paid leave
   * Employee has existing accrued vacation (PTO, if applicable)

2. Ensure the 2016 Transition Assistance Vacation Cash Out Application form is complete, signed and dated by the employee. This form can be found at hr.uci.edu/partnership/FLSA.

3. For vacation cash out go to the EDAT screen and then the EDAP (Additional Pay) screen. Enter the following information:
   - DOS code: VPB
   - Pay period end date: 113016
   - Schedule Pay Cycle: MO
   - Schedule Pay End: 113016
   - PAN Comments: Processing Vacation cash out per employee's request

4. For paid time off (PTO) cash out go to the EDAT screen and then the EDAP (Additional Pay) screen. Enter the following information:
   - DOS code: PTS
   - Pay period end date: 113016
   - Schedule Pay Cycle: MO
   - Schedule Pay End: 113016
   - PAN Comments: Processing Vacation cash out per employee's request

5. There are three EDB entry deadlines depending on selected pay out date:

<table>
<thead>
<tr>
<th>Deadline to Enter into EDB</th>
<th>Pay Out Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22, 2016</td>
<td>December 1, 2016 monthly paycheck</td>
</tr>
<tr>
<td>December 8, 2016</td>
<td>December 14, 2016 biweekly paycheck</td>
</tr>
<tr>
<td>December 21, 2016</td>
<td>December 28, 2016 biweekly paycheck</td>
</tr>
</tbody>
</table>

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6. Prior to entering the cash out amounts, please check the employee’s vacation (or PTO hours if applicable) balance to ensure that it’s still available for payout.


Please contact Melinda Rodarte (4-3328), Joseph Winfery (4-6827), or Nabila Khalil (4-6821) if you have any questions regarding processing the vacation (or PTO, if applicable) cash out.