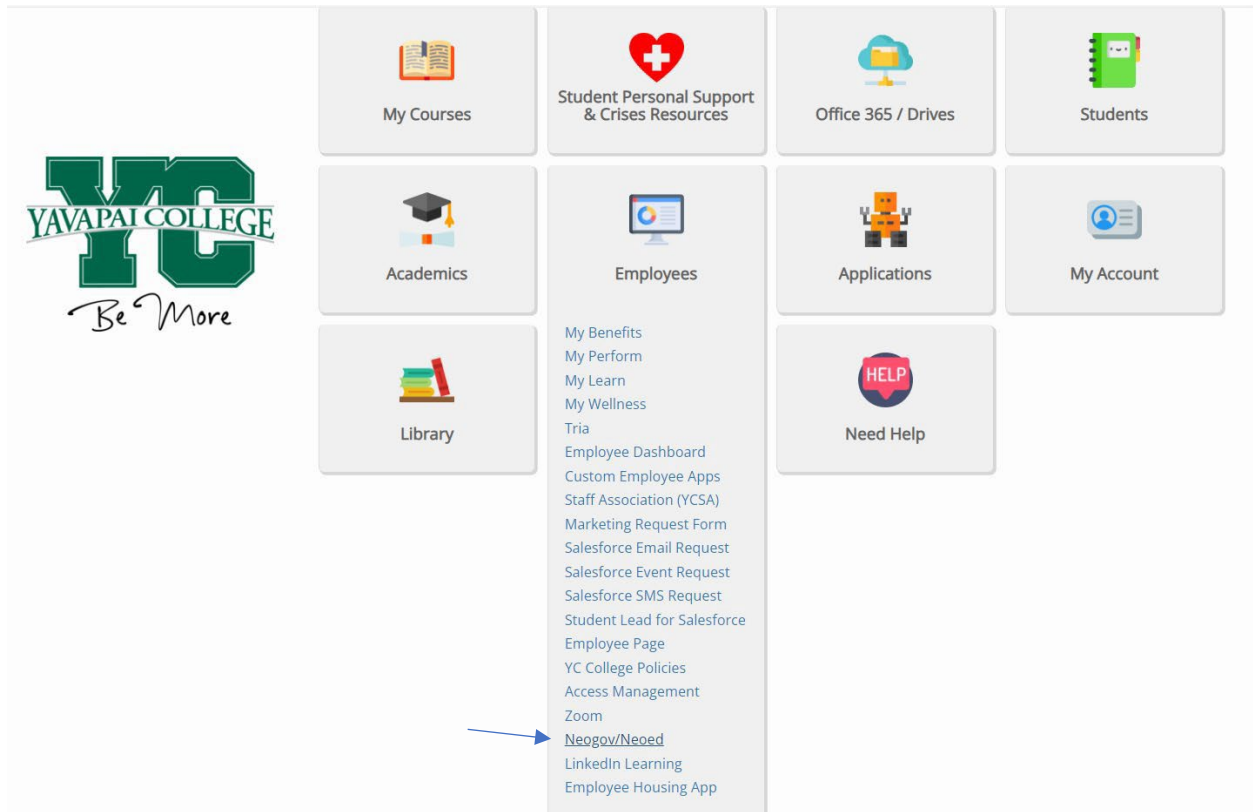
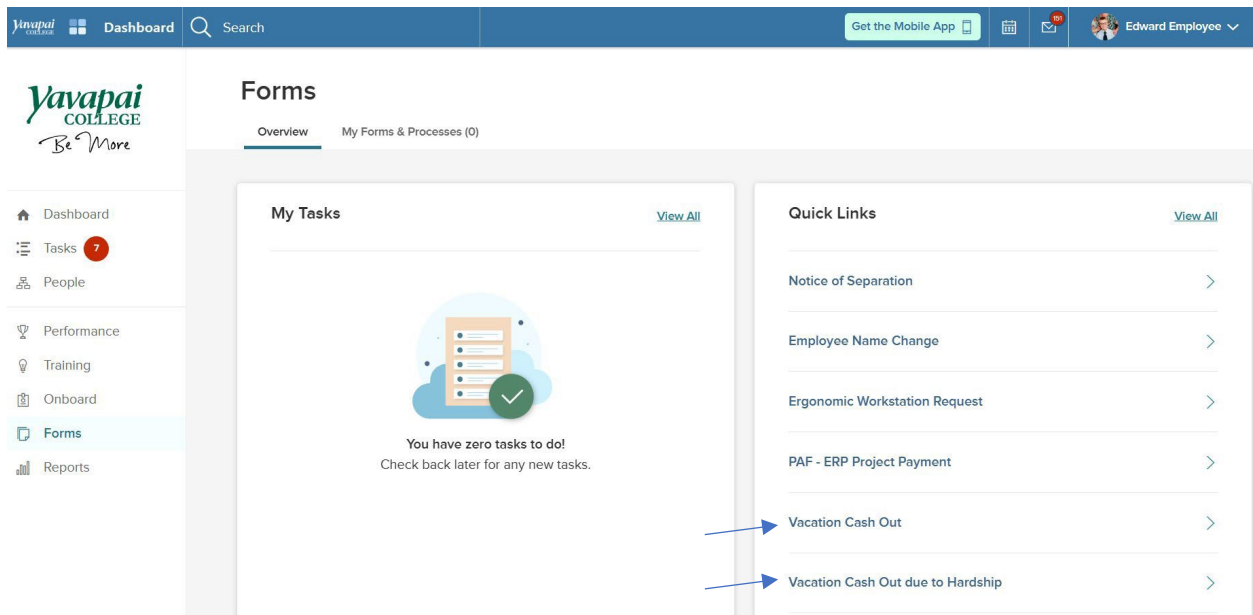


Process to request Vacation Payout

From your YC Employee Portal, select Neogov/Neood under your employee tile.



Select Forms from your left menu, then select **Vacation Cash Out** or **Vacation Cash Out due to Hardship** under Quick Links on the right.



Click the **Start Process** button in the upper right-hand corner.
Click on **Start Process** to begin filling out the form.

The screenshot shows a web interface for a 'Vacation Cash Out' process. A modal dialog is open at the top, asking 'Are you sure you want to start Vacation Cash Out process?' with 'Cancel' and 'Start Process' buttons. The background form has a sidebar with 'Form' and 'Overview' tabs. The main content area is titled 'Vacation Cash Out' and includes a 'Start Process' button in the top right. Below this is a 'TASKS' section with a table:

Task Name	Assignee
Complete Request to ...	Edward Employee
HR Mark form comple...	HR Administrator
HR Verify available va...	HR Administrator

Click the **Complete Form** button

Forms

The screenshot shows the 'Forms' page with a sidebar containing 'Overview' and 'My Forms & Processes (0)'. The main content area has a 'Back' button and a 'Vacation Cash Out' form. The form includes a progress bar labeled '0% COMPLETE' and a 'Complete Form' button. The 'TASKS' section is also visible:

Task Name	Assignee
Complete Request to ...	Edward Empl...

Read and understand the stipulations, sign and hit the **Submit** button

Forms

Overview My Forms & Processes (0)

Vacation Cash Out

Cancel

Save For Later

Submit

Be More

Yavapai College Request to Cash Out Vacation Time

If you would like to elect a vacation cash out, that will be paid on March 7, 2025, please complete the following form, sign (electronic signature is acceptable) and submit on or before December 31, 2024.

I elect to cash out *

40

hours (specify number of hours) of vacation time.

I understand:

- My vacation balance must be at or above 40 vacation hours at the time of the election to be eligible for cashing out vacation hours in 2025;
- My vacation cash out election is irrevocable, after December 31, 2024
- I cannot elect to cash out more than the number of vacation hours that I will earn and accrue at the time of payout in the following year;
- I will be paid one hour of my base salary at the time of the vacation cash out for every hour cashed out;
- The vacation hours paid will be taxed as regular income;
- If at the time of actual payment, my vacation accruals are less than originally elected, my cash out will be reduced to the actual amount accrued, in excess of 40 hours;
- If at the time of payment, my vacation balance is below 40 hours, I will not be eligible for the cash out payment;
- **I am responsible for ensuring that my request has been received in a timely manner by Human Resources.**

Authorization: I authorize Yavapai College to make payment for my vacation hours as indicated above. I understand my decision to cash out vacation time cannot be changed after December 31, 2024, that vacation hours must be available when the pay of March 7, 2025, is being processed, and that these vacation hours paid are deducted from my available bank of vacation hours.

Department

Marketing

Employee Legal Name

Edward Employee

Employee Y #

TE

Date

11/07/2024

Signature

Edward Employee

Once you hit submit, you will see that you have completed your task, the process of your form, and the next assignee.

Forms

Overview My Forms & Processes (0)

< Back

QUICK LINKS PROCESS

Vacation Cash Out

25% COMPLETE

(There are still some items which HR Administrator needs to complete)

Assigned Date:

11/08/2024

Assigned By:

Edward Employee

TASKS

Task Name	Assignee
Complete Request to ...	Edward Empl...
HR Verify available va...	HR Administr...
HR Mark form comple...	HR Administr...

HR will verify the number of hours you have to cash out. In this example, Edward does not have 40 hours available to cash out, so it is returned to him. He will receive an email with a link to update his form.

Note: There will be an additional task to upload the supporting documents for the **Vacation Cash Out due to Hardship** form.

Forms

Overview My Forms & Processes (0)

< Back

QUICK LINKS PROCESS

Vacation Cash Out due to Hardship

0% COMPLETE

Assigned Date: 11/11/2024
Assigned By: Edward Employee

TASKS

Task Name

Assignee

Complete Request to ... Edward Empl...

Complete Form

Add supporting docu... Edward Empl...

Upload File

From: System - Deny Action - Return To Prior Task <donotreply@neoed.com>

Date: Thu, Nov 7, 2024, 4:23 PM

Subject: Process Vacation Cash Out for Edward Employee has returned to prior task

To: <sliadis2000@gmail.com>

Dear Edward Employee,

Process Vacation Cash Out for Edward Employee has been returned to prior task.

Comments:

You only have 35 hours available to cash out. Please revise the number of hours on your request and resubmit.

Please login to view details.

[View Details](#)

The form will be back on the Forms Dashboard as a task

Forms

Overview

My Forms & Processes (1)

My Tasks

[View All \(1\)](#)

[Complete Request to Cash Out Vacation form](#)
Vacation Cash Out • 0% Complete

Due 11/10/2024

Quick Links

[Notice of Separation](#)

[Employee Name Change](#)

[Ergonomic Workstation Request](#)

[Accident/Incident Reporting](#)

[PAF - ERP Project Payment](#)

[Vacation Cash Out](#)

You initiated yesterday [View progress](#)

Once the form is correct and resubmitted, it will be returned to HR. Once HR has approved the request you will receive a notification email.

From: **System - Process Notification** <donotreply@neoed.com>

Date: Fri, Nov 8, 2024, 2:40 PM

Subject: Vacation Time Cash Out Request

To: <sliadis2000@gmail.com>

Dear Edward Employee

The hours available for your vacation time cash-out payment have been verified. Please note that vacation hours must be available when the pay of March 7, 2025, is being processed.

Sincerely,
Human Resources

You can now log into NeoGov/NeoEd, select **Forms**, then **View All** from **My Forms & Processes**

Overview My Forms & Processes (0)

You have zero tasks to do!
Check back later for any new tasks.

My Forms & Processes [View All](#)

YOUR PROGRESS ON CURRENT FORMS & PROCESSES

Category	Count
Overdue	0
In Progress	0

- Accident/Incident Reporting
- PAF - ERP Project Payment
- Vacation Cash Out

Forms

Overview
My Forms & Processes (0)

Sort By: Due Date ▾
Q Search

Vacation Cash Out
100% COMPLETE

Assigned by you on 11/08/24

TASK

Complete Request to Cash Out Vacation form ✓

Due 11/11/24

For you

First Previous **1** Next Last
 12 ▾ Items per page
Showing 1-1 of 1 items

Click on the HR task to view/download the completed form

Forms

Overview My Forms & Processes (0)

< Back

QUICK LINKS PROCESS

Vacation Cash Out

100% COMPLETE

Assigned Date: 11/08/2024
Assigned By: Edward Employee

TASKS

Task Name	Assignee	
HR Mark form complete or deny to return to employee	HR Administr...	✓
Complete Request to ...	Edward Empl...	✓
HR Verify available v...	HR Administr...	✓

Preview Form

Cancel Download

payout in the following year;

- I will be paid one hour of my base salary at the time of the vacation cash out for every hour cashed out;
- The vacation hours paid will be taxed as regular income;
- If at the time of actual payment, my vacation accruals are less than originally elected, my cash out will be reduced to the actual amount accrued, in excess of 40 hours;
- If at the time of payment, my vacation balance is below 40 hours, I will not be eligible for the cash out payment;
- **I am responsible for ensuring that my request has been received in a timely manner by Human Resources.**

Authorization: I authorize Yavapai College to make payment for my vacation hours as indicated above. I understand my decision to cash out vacation time cannot be changed after December 31, 2024, that vacation hours must be available when the pay of March 7, 2025, is being processed, and that these vacation hours paid are deducted from my available bank of vacation hours.

Employee Y #	Employee Legal Name
TE	Edward Employee
Signature	Date
Edward Employee	11/08/2024
Department	
Marketing	

Human Recourses Only:

Vacation Balance Verified:	Total hours to Cash Out:
Yes	35
Completed by:	Signature
Sonya Liadis	Sonya Liadis