

Temple University Human Resources – Payroll Management

Vacation Bank Cash Out Request Form

Vacation Bank Cash Out Request forms must be submitted by the deadline to HR-Payroll Management
1st Floor TASB:

October Cash Out – **Deadline October 10th** to be paid in October.

March Cash Out - **Deadline March 10th** to be paid in March.

(Please Print)

Employee Name: _____

TUId #: _____

In accordance with the University vacation policy AFSCME employees, I am requesting the following cash out of my vacation bank. I understand that the amount of the vacation bank cash out is subject to verification against balances maintained in Kronos and approval by the Office of Human Resources – Payroll Management. The amount of the cash out may be subject to change if an insufficient balance remains. The payment will be based on my current base salary and will be subject to the supplemental payroll tax withholding rates. The payment will not include benefit deductions.

Amount of Vacation Bank Cash Out: _____ hours

Employee
Signature: _____ Date: _____

Department Head Approval: _____

Department Head please forward this form to Human Resources – Payroll Management located in 1st Floor TASB for processing and payment eligibility review.

For HR – Payroll Management Department Review Only:

Approved Hours: _____ HR – Payroll Mgt: _____

Disapproved: (circle one)

Inadequate balance

Benefit Unit Ineligible

Incomplete Form

Other: _____

For Payroll Processing Only:

TUId _____ Pay ID __ Pay # ____

Earn Pay Period End
Type Date

Hours

FOAP

____ / ____ / ____ _____ _____ - _____ - _____