



Biweekly Pay Transition Assistance Program For Career Hourly Paid Employees

UC Hastings' **Biweekly Pay Transition Assistance Program** offers affected career hourly paid eligible employees who are transitioning from a monthly to a biweekly pay cycle the option to receive a **Cash-Out of Accrued Vacation, Compensatory Time (Comp Time), and/or Holiday Credit** to assist in meeting financial obligations during the transition to bi-weekly pay. Each employee may request only one cash-out. All applications are subject to review for eligibility criteria. All requests and cancellations must be recorded on this form and delivered in person to UC Hastings' HR Office on time to be considered. You will be notified if your application is denied.

Cash-out requests must be received (and may be cancelled) before 5pm, February 17, 2017.

Please provide all of the following information. Incomplete and/or unsigned applications will be denied.

NAME: _____ EMPLOYEE ID#: _____
DEPARTMENT: _____ PAYROLL TITLE: _____
HOME ADDRESS: _____ WORK EMAIL: _____
STREET/APT _____ WORK PHONE: _____
CITY, STATE, ZIP CODE _____ CELL PHONE: _____

Please review the eligibility criteria for this program before completing this form.

You must have sufficient accrued Vacation, Comp Time, and/or Holiday Credit available to cover the requested cash-out amount. Please review your balances in TimeOut before completing this form.

Combined total cash-out of Vacation/Comp Time/Holiday Credit may not exceed 80 hours.

Cash-outs of Vacation/Comp Time/Holiday Credit for approved applications will be paid in your March 1, 2017 paycheck.

1. Number of **Vacation** hours to cash out: _____ (whole hour increments)
and/or
2. Number of **Compensatory Time Off** (Comp Time) hours to cash out: _____ (whole hour increments)
and/or
3. Number of **Holiday Credit** hours to cash out: _____ (whole hour increments)

Total Hours Requested to Cash-Out: _____ (whole hour increments)

Submission of this form serves as my formal request to have the Vacation, Comp Time, and/or Holiday Credit hours requested above, paid out.

APPLICATION DEADLINE: Friday, February 17, 2017, before 5pm.
Submit completed form in person to: HR Office: 198 McAllister Street, Room 106,
San Francisco, CA 94102

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I understand that the amount of Vacation/Comp Time/Holiday Credit I elect to cash out will be immediately deducted from my accruals and will no longer be available to use for other purposes.

I also understand that taxes are generally taken at a higher rate than payroll taxes when cashing out Vacation, Comp Time, and/or Holiday Credits.

EMPLOYEE SIGNATURE

DATE

USE BY HR OFFICE:

DOCUMENT REVIEWED BY

DATE

Accrual Audit completed by:

NAME

DATE:

AUDIT REVIEWED BY

DATE

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