

To: Greenville Employees
From: Human Resources
Re: How to Request a PTO Payout in Infor
Date: February 20, 2025

Hello Team,

As previously communicated, the plant is closed today due to inclement weather conditions.

We understand that it can be challenging to miss work unexpectedly. If you would like to cover the missed time, you can request a **PTO Payout** through Infor.

Your safety is very important to us. If you have any questions or concerns, please reach out to your supervisor or a member of the HR team.

Stay safe & warm, everyone!

Do you know how to do a PTO Payout request in Infor?

Let us walk you through it!

Go to the next page for step-by-step instructions. If you need additional assistance, a member of the HR team can also help you.





Here are the steps:

1. Open the Infor app or desktop site and go to Infor WFM
2. Click on the “hamburger” icon in the upper left corner.
3. Select Forms
4. Select Vacation Payout Request and submit the form

