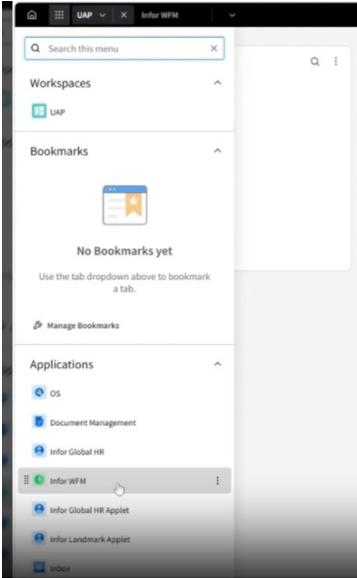
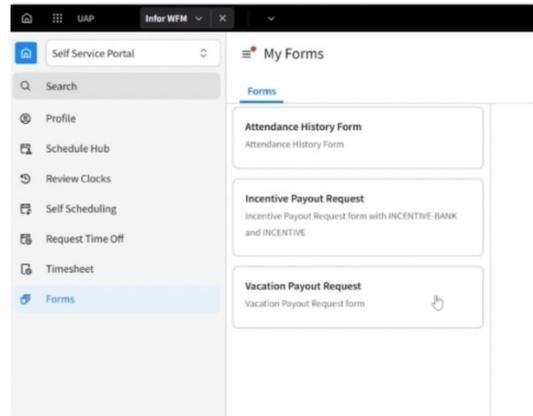


Requesting a Time Off Payout

1. Navigate to WFM

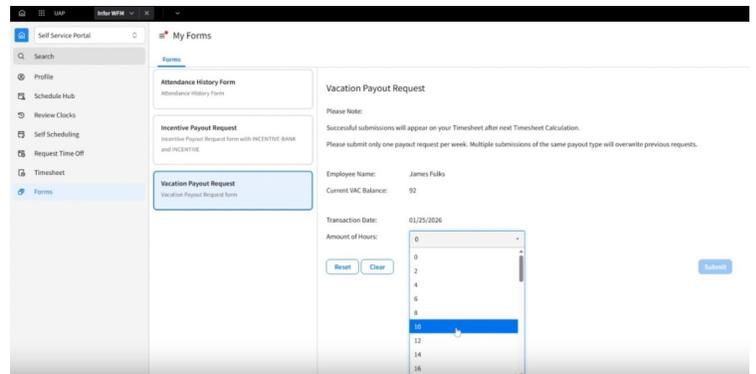
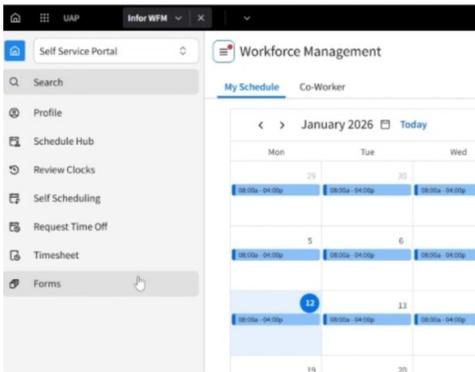


3. Select the Type of Payout you would like: Incentive or Vacation.



2. Select “Forms”

4. Select the amount of hours you would like to be Paid out. Then Select, “Submit”.



PLEASE NOTE:

1. **Only one payout request per time off type will be processed per week. Multiple submissions of the same payout type will overwrite previous requests.** I.e. If you submit an 8-hour vacation payout for Monday and then submit a 12-hour payout for Wednesday, the 12-hour request will replace the earlier one. You will receive only 12 hours total instead of 20.
2. A payout submitted between Monday 12:01am ET and Sunday 11:59pm ET will be applied on the Sunday of that week and will be paid out on the paycheck following that week. I.e. If you submit a request on Monday, Jan 19, it will be applied to Sunday, Jan 25, and paid on the Jan 29 paycheck.
3. **Payouts are always calculated at the employees base hourly rate.** I.e. If you work 40 hours in a week and request an 8-hour payout, you'll be paid 48 hours of regular time.