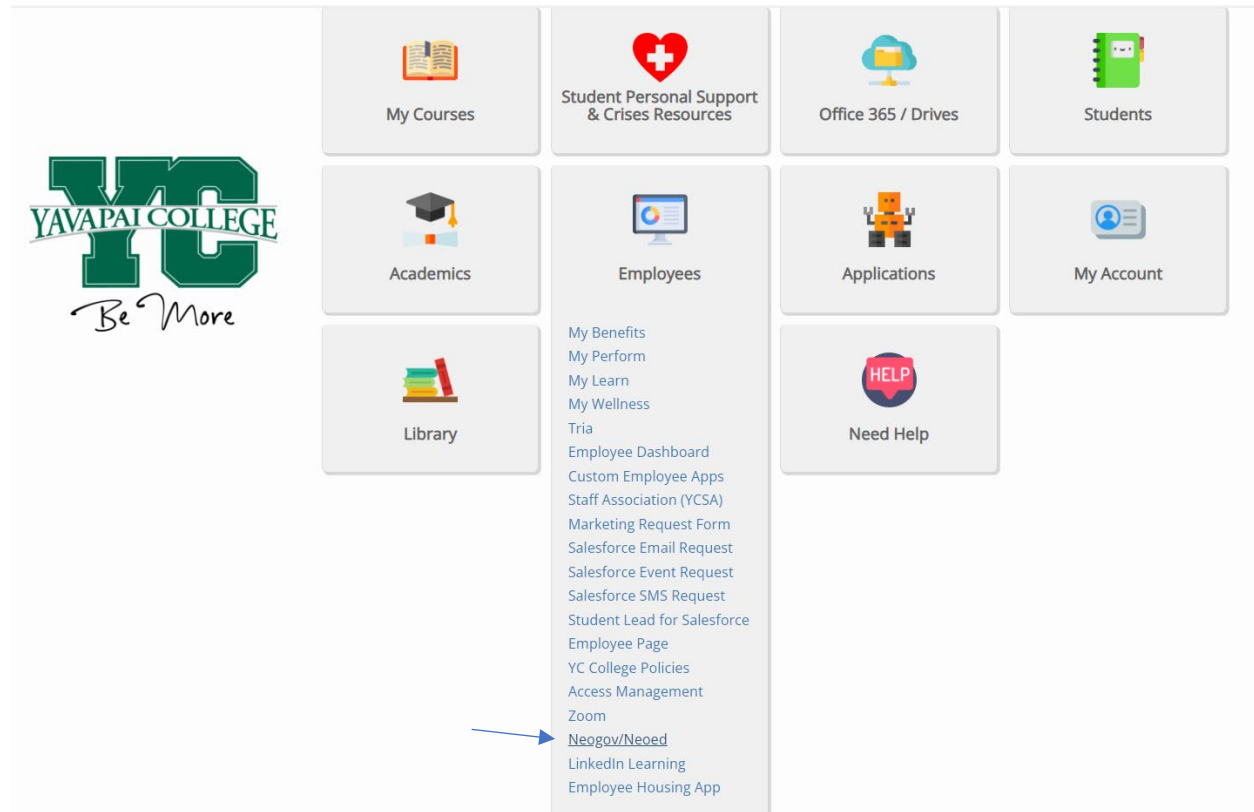
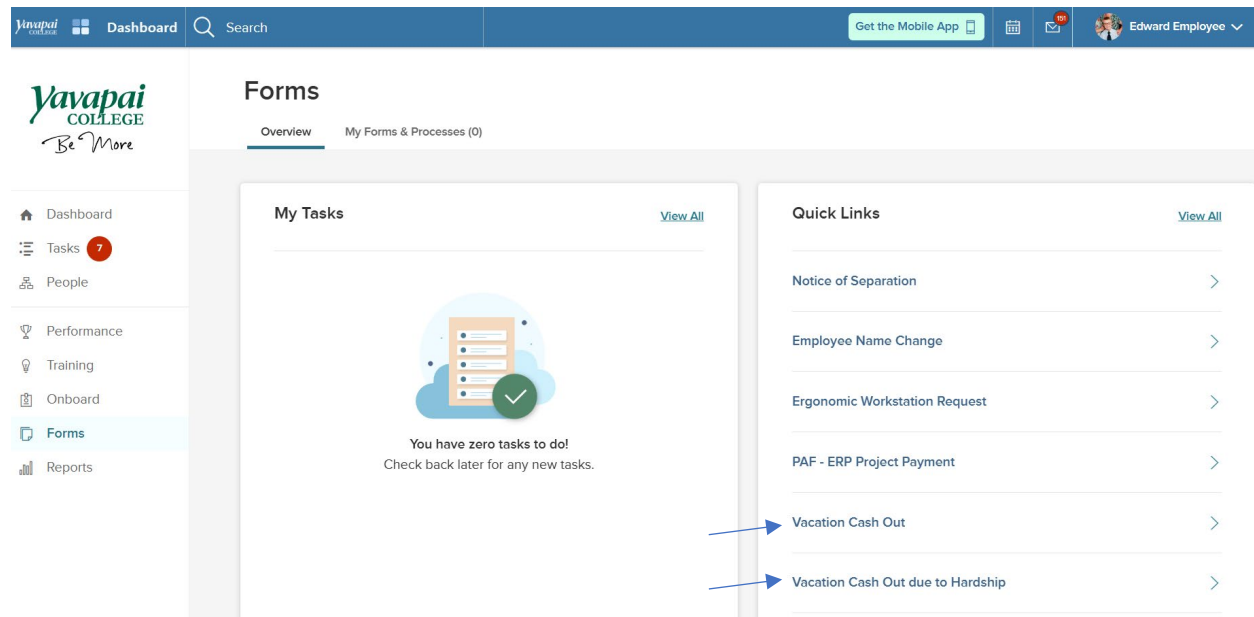


Process to request Vacation Payout

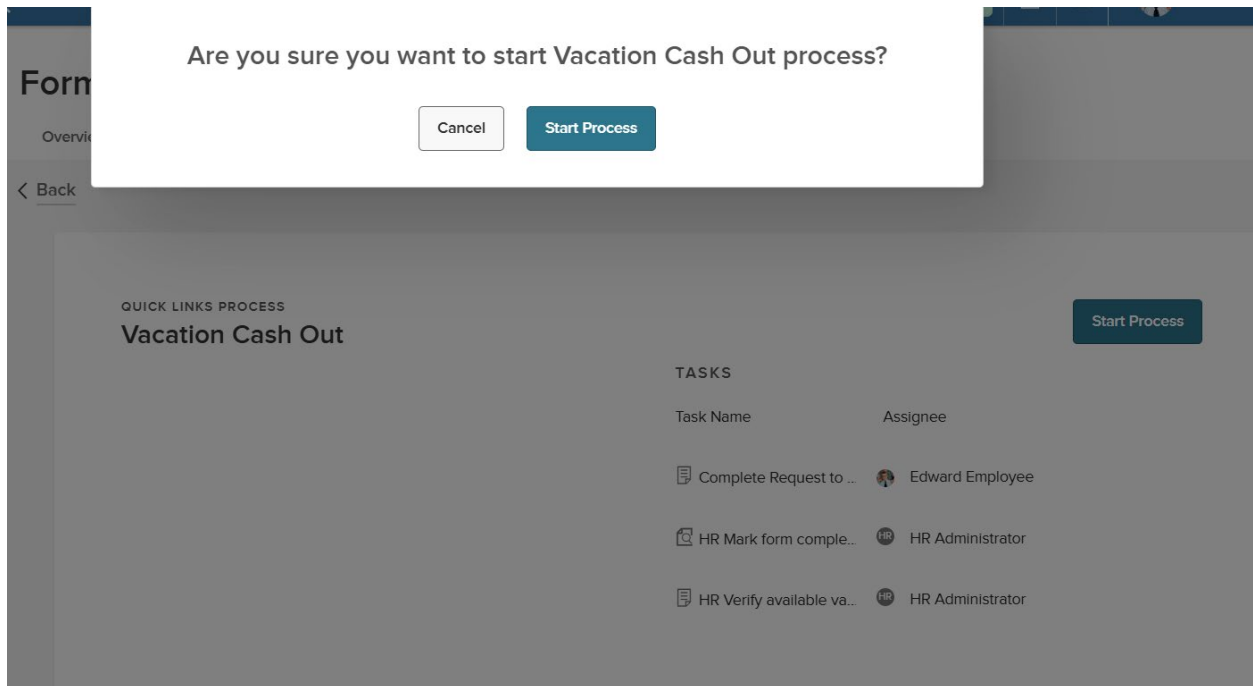
From your YC Employee Portal, select Neogov/Neood under your employee tile.



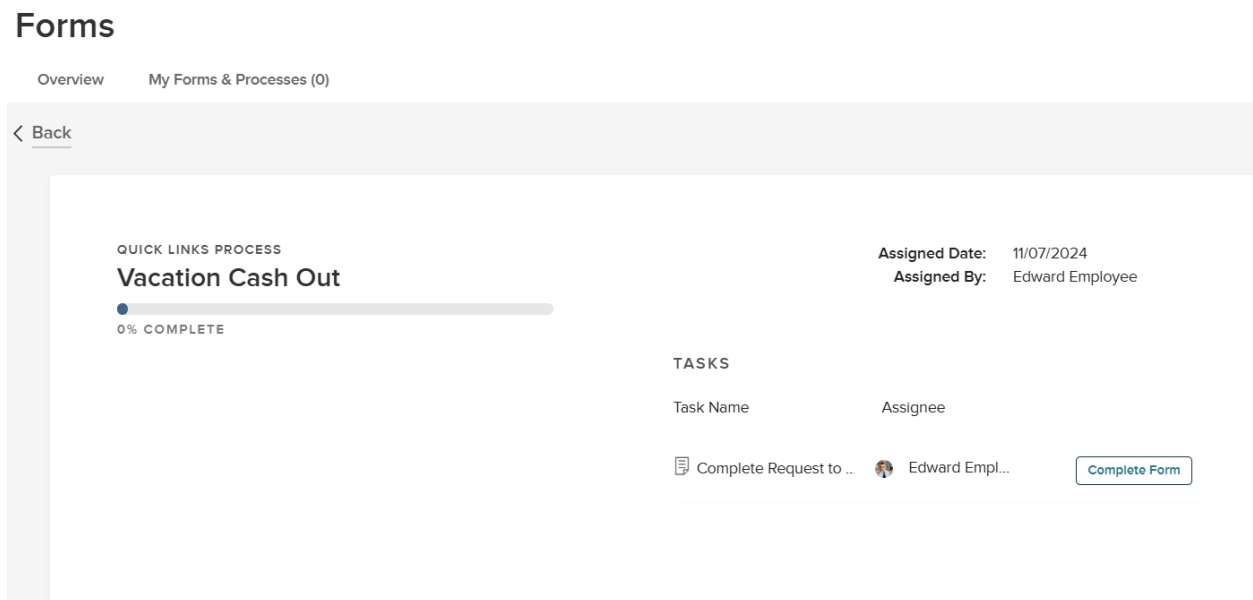
Select Forms from your left menu, then select **Vacation Cash Out** or **Vacation Cash Out due to Hardship** under Quick Links on the right.



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



Click the **Complete Form** button



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 *

 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	Employee Legal Name
<input type="text" value="Marketing"/>	<input type="text" value="Edward Employee"/>
Employee Y #	Date
<input type="text" value="TE"/>	<input type="text" value="11/07/2024"/>
Signature	
<input type="text" value="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 \(1\)](#)

The screenshot shows a dashboard with two main sections. On the left, under 'My Tasks', there is a task card for 'Complete Request to Cash Out Vacation form' with a due date of 11/10/2024 and 0% completion. On the right, under 'Quick Links', there are several links: 'Notice of Separation', 'Employee Name Change', 'Ergonomic Workstation Request', 'Accident/Incident Reporting', 'PAF - ERP Project Payment', and 'Vacation Cash Out' (which is highlighted and includes a 'View progress' link).

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**

Forms

Overview

My Forms & Processes (0)

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

My Forms & Processes (0)

Accident/Incident Reporting

PAF - ERP Project Payment

Vacation Cash Out

My Forms & Processes

[View All](#)

YOUR PROGRESS ON CURRENT FORMS & PROCESSES

0

Overdue

0

In Progress

Now click on [Vacation Cash Out](#)

Forms

Overview

My Forms & Processes (0)

Sort By:

Due Date

Search



Vacation Cash Out

Assigned by you on 11/08/24

100% COMPLETE

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
<input type="text" value="TE"/>	<input type="text" value="Edward Employee"/>
Signature	Date
<input type="text" value="Edward Employee"/>	<input type="text" value="11/08/2024"/>
Department	
<input type="text" value="Marketing"/>	

Human Recourses Only:

Vacation Balance Verified:	Total hours to Cash Out:
<input type="text" value="Yes"/>	<input type="text" value="35"/>
Completed by:	Signature
<input type="text" value="Sonya Liadis"/>	<input type="text" value="Sonya Liadis"/>