# Vacation Payout Form

Employee record must be terminated to receive payment.

**Payroll Use Only**

☐ Additional Pay ☐ eTIME ☐ Spreadsheet

***Employee Termination Information (Enter the payroll information for the employee being paid.)***

Employee Name: _____

ADP ID: _____ Department ID: _____

Job Record #: _____ Department: _____

PayGroup: _____ Termination Date: _____

Position Code: _____ Date to be Paid: _____

Position: _____

Pay Cycle: (choose one)
☐ Monthly
☐ Bi-Weekly

Note: off-cycle check requests must be approved by Amy

***Vacation Payout Calculation = Hourly Rate * Hours Available (Not to Exceed 360 Hours)***

Available Vacation Hours Balance: _____

Vacation Hours to be Paid Out: _____

Vacation Hours (Over 360) to be Forfeited: _____

Sick Hours to be Forfeited: _____

Payout Calculation

Hourly Rate: _____

x Vacation Hours Balance: **0.00**

= Payout Amount: **$ 0.00**

***Transfer Balances***

Vacation Balance: _____

Sick Balance: _____

Floating Holiday Balance: _____

***Approvals (Payment Will Not be Made Without Approval Signature)***

Requestor Name: _____

Human Resources Approval: _____

Date: **3/17/16**

***Comments/Notes: (example explain any variances between eTime balances and above calculation)***

Revised: 20160317