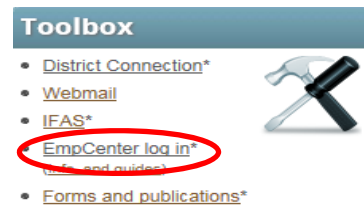# LEAVE PAYOUT

(Must be done on a computer at this time.)
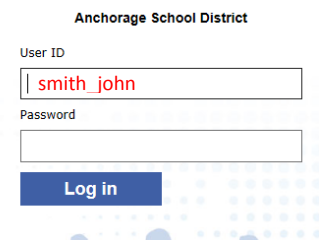
1) Go to the District's website at asdk12.org

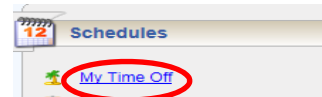2) Click on the Employees tab located on the upper right hand side.

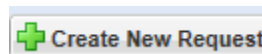
Go to the Toolbox and click on the EmpCenter log in link.

3) Log in using your District email user name and password. Your user name is your last name, underscore (_) First name. To type an underscore, hold the shift key down and press the dash key (-) located to the right of the zero.) If you do not know your password, call the help desk at 4615, option #1.
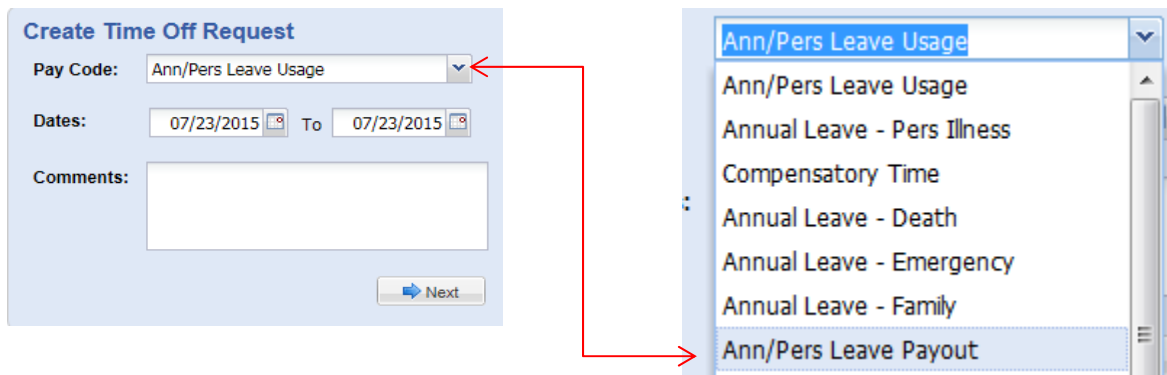

On the Schedules menu, click My Time Off
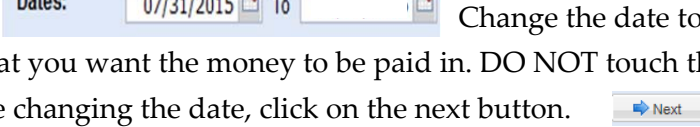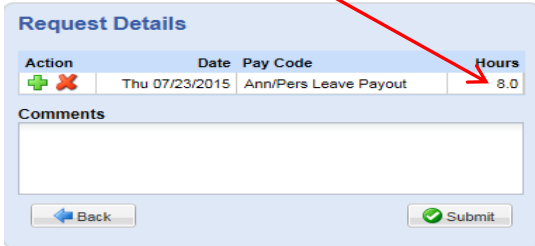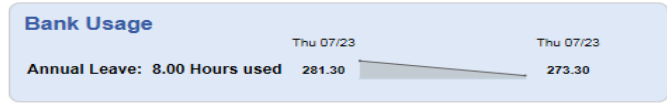

4) Click on the button with the green plus sign

5) Click on the down arrow of the Pay Code field to see the available pay code options. Using your mouse, scroll down until you come to the "Payout" code and then click on it.
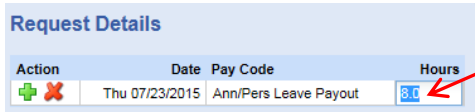
6) Next go to the dates. **Dates:** `07/31/2015` **To** ` ` Change the date to one day within the pay period that you want the money to be paid in. DO NOT touch the second date. When you are done changing the date, click on the next button. **Next**

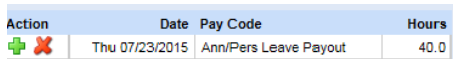7) Click the Hours on the Request Details box and type in the number of hours you want to cash out.

Request Details

Action	Date	Pay Code	Hours
+ ✖	Thu 07/23/2015	Ann/Pers Leave Payout	8.0

Comments

← Back   ✔ Submit

Bank Usage

Thu 07/23   Thu 07/23

Annual Leave: 8.00 Hours used   281.30 ⟍ 273.30

Exceptions

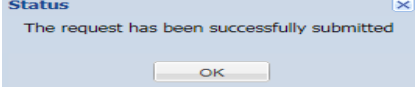|	Date	Message	Severity
🔑	07/13/2015	8.10 hours reported exceed 8.00 scheduled hours for the day.	Warning
🔑	07/15/2015	8.10 hours reported exceed 8.00 scheduled hours for the day.	Warning
🔑	07/17/2015	8.10 hours reported exceed 8.00 scheduled hours for the day.	Warning
🔑	07/22/2015	8.10 hours reported exceed 8.00 scheduled hours for the day.	Warning

Request Details

Action	Date	Pay Code	Hours
+ ✖	Thu 07/23/2015	Ann/Pers Leave Payout	8.0

The default time turns blue when you click in the field

Action	Date	Pay Code	Hours
+ ✖	Thu 07/23/2015	Ann/Pers Leave Payout	40.0

Enter the number of hours you want to cash out

8) Click on the Update button on the bottom left of the blue box. ↻ **Update**

9) The button will change to Submit, click on that now. ✔ **Submit**

10) Click on OK in the Status box.

Status   ✖
The request has been successfully submitted

OK

11) The system will automatically send your supervisor a message stating that you have requested a leave payout. It will say pending until it is approved. Once approved, the leave payout request will be processed by payroll.

Type	Start Date ▲	End Date	Status
Time off - Ann/Pers Leave Payout	07/23/2015	07/23/2015	Pending
Time off - Ann/Pers Leave Usage	08/31/2015	09/11/2015	Approved
Time off - Ann/Pers Leave Usage	10/08/2015	10/21/2015	Cancelled

12) Always log out.

Logged in as

Personal Options Log Out