

Paid Time Off Sell-Back Procedure

This procedure explains how and when to enter PTO sell-back hours

WHEN

Employees will receive their sell-back pay:

- Last paycheck in January

PROCESS

1. Collect sell-back forms by deadlines: *Requests must be submitted in the prior year to which the payment is made per IRS*
 - During the Benefits Open Enrollment Period - All staff except Nursing
 - December 1 – Nursing staff
2. Retain copies in department for time reporting in January
3. IN JANUARY: Report the hours requested to be sold into the Timesheet page by using the Time Reporting Code **PTB** and enter the number of hours the employee requested to sell back **provided their minimum balance requirement is met.** If not, reduce the number of hours to sell back to satisfy the balance requirement. Sell-back hours will be included in regular paycheck and taxes will be based on the total amount.
 - a. Hours may be reported within the current pay period or as a prior period adjustment as long as the hours are paid out on the appropriate paycheck.

WHERE TO GO FOR HELP

Feel free to contact the UMHHC Payroll Office with any questions.