

Request for Vacation Cash Out – Regular Vacation

Click on the Link:

[Request for Vacation Cash Out – Regular Vacation](#)

Enter your name and email address. Click BEGIN SIGNING.

PowerForm Signer Information

Fill in the name and email to complete the Request for Vacation Cash Out - Premium Vacation Form.

Please enter your name and email to begin the signing process.

Employee


Your Name: *

Your Email: *

BEGIN SIGNING

You will receive an email with a validation code. Enter it below and click on the yellow VALIDATE box.

Please enter the access code to view the document

 **Ashley Harrison**
Berea College

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#) **VALIDATE** **I NEVER RECEIVED AN ACCESS CODE**

This will take you to DocuSign where you will review and complete the form.

Read the Electronic Record and Signature Disclosure. Check the box stating you agree.

Click CONTINUE

Please Review & Act on These Documents

Ashley Harrison
Berea College

BEREA
COLLEGE

Powered by DocuSign

[View More](#)


Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

Premium vacation (for those who earned additional vacation days March 16th – July 31st)

Please select the payment schedule for your premium vacation cash out:

- One Lump Sum Payment (To be processed on the next available payroll)
- Two Separate Payments
 - First Payment – First available payroll
 - Second Payment - -- select -- Drop down January, February, March

 Optional

By signing this form, I understand the following conditions of this pay out:

- The number of hours that may be cashed out is the amount earned during the period of March 16th to July 31st.
- I can cash out my premium vacation one time in 2020 (between now and December 31st) and

Click START and the system will walk you through signing the Document.

You will enter your B#, select the number of hours you would like to cash out and sign the document.

Click FINISH

You are done! The document will be sent to Ashley Harrison in Payroll and you will have an option to download the document. You will also receive a copy in your email.

Request for Vacation Cash Out (Regular Vacation)

Name: Michelle Wasson Test

B#: B1kjd1ajf1j

Vacation (for any staff member from their regular hours accrued)

Please enter the hours you would like to cash out for your regular vacation pay out:

One Lump Sum Payment (To be processed on the next available payroll)

Deadline for submission is March 31st, 2021.

Number of Hours: 40

By signing this form, I understand the following conditions of this pay out:

- There are no minimum hours that I can elect to cash out.
- There is a maximum of 40 hours that may be cashed out.
- You can cash out your regular vacation between now and March 31st, 2021.
- This form must be submitted 5 days prior to pay date, otherwise it will be processed on the following payroll.
- Income tax withholding on vacation payments may be at a higher rate than regular payroll.
- Your regular vacation balance will be reduced.

Your signature: 

Date: 8/19/2020