**Connect**

Good morning, Arya Stark!

| Me | My Team | My Client Groups | Benefits Administration | Risk |

QUICK ACTIONS

APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

Directory

Onboarding

Time and Absences

Career and Performance

1. Select **Me** to display your employee functions
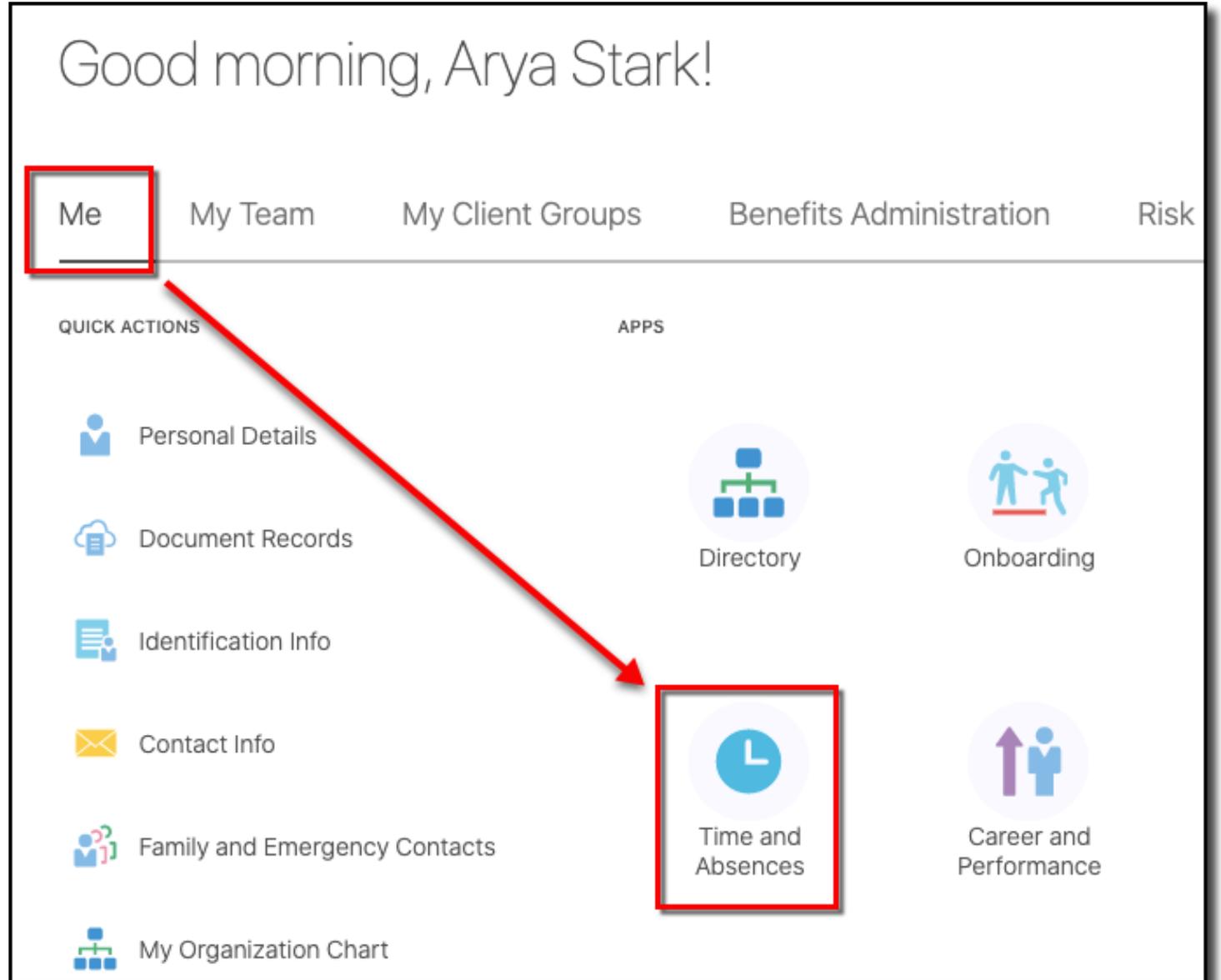
2. Click **Time and Absences**

**C🔄nnect**

3. Click the **Cash Disbursements** tile

**Note**: Cash disbursements can be used to sell back certain qualified absence hours

4. To request a cash disbursement, click **Add**

## Cash Disbursements

### Existing Disbursements                                    + Add

Vacation - NonRep: 10 Hours                          Approved
12/25/2020

Vacation - NonRep: 38 Hours                          Approved
10/20/2020

**Connect**

5. Enter the qualified **Plan** type

6. You can change the date or accept the default of the current **date**

7. Enter a **disbursement amount** between 1 and 80 in increments of 1

8. Click **Submit**

## Request Cash Disbursement

Submit   Cancel

### Details

**\*Plan**

Vacation - NonRep

**\*Date**

11/3/2020

**Balance**

194.1 Hours

**\*Disbursement Amount**

15 Hours

Enter a value between 1 and 80 in increments of 1.

9. The request will display as **Awaiting Approval** until it has been received and approved by a Payroll Administrator

**End of Procedure**

Existing Disbursements

Vacation - NonRep: 10 Hours
12/25/2020
Approved

Vacation - NonRep: 15 Hours
11/3/2020
Awaiting approval

Vacation - NonRep: 38 Hours
10/20/2020
Approved

+ Add