

Lump Sum Vacation Payout

Engineering Human Resource Contact Information

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Lump Sum Vacation Packet submission requirements

Submissions for Lump Sum Vacation Packets to Engineering Payroll must include the following:

1. Lump Sum Worksheet Worksheet— Monthly and Biweekly forms can be found at: <https://tees.tamu.edu/payroll/departmental-resources.html>
2. Vacation Balance Report – Workday report Time Off Results by Period
3. Supplemental Form – Monthly and Biweekly forms can be found at: <https://tees.tamu.edu/payroll/departmental-resources.html>

NOTE: All 3 items above will be submitted via email to: engrsupplements@tamu.edu Lump Sum Payment is not done as a one-time payment in Workday. You will need to submit the 3 items above to initiate the lump sum payment.

Quick Steps for Zeroing out Vacation for Lump Sum Payment

The Absence Partner will make this entry in Workday and then follow the previous Lump Sum Payment process, using the worksheet provided by Payroll.

1. Locate the Employee and go to their Time and Leave section
2. Go to the Enter Time Off – calendar view of vacation hours, ensure all entries are approved or submitted if needed and locate the vacation balance on the right-hand side.
3. Go to the Actions button and under Time and Leave select Maintain Accrual and Time Off Adjustments/Overrides
4. Click the +
5. Enter “Lump Sum” in the search section

6. Under “Units” list the number of vacation hours to be paid.
7. Under “Period” select the monthly period (which includes employee’s last day.)
8. In Comments enter: “lump sum payment for XX hours, last day worked MM/DD/YY (initial and date)”
9. Click Ok
10. Click Done
11. Go to the employee’s *Actions* button and under *Time and Leave* select *View Time Off Results by Period*. Select *Vacation* and the period in which the lump sum payment was processed. Click OK
12. Lastly, click the printer icon on the right-hand side of the next screen and open the document with Adobe Acrobat. Attach this report to the Lump Sum Worksheet and supplemental form to submit to Engineering Payroll.

Screen Shots

Follow along with the screenshots provided below, in order, along with the instructions given above to create your entry in Workday.

- Locate Employee tab > Go to Time and Leave
- Select Maintain Accrual and Time Off Adjustments/Overrides

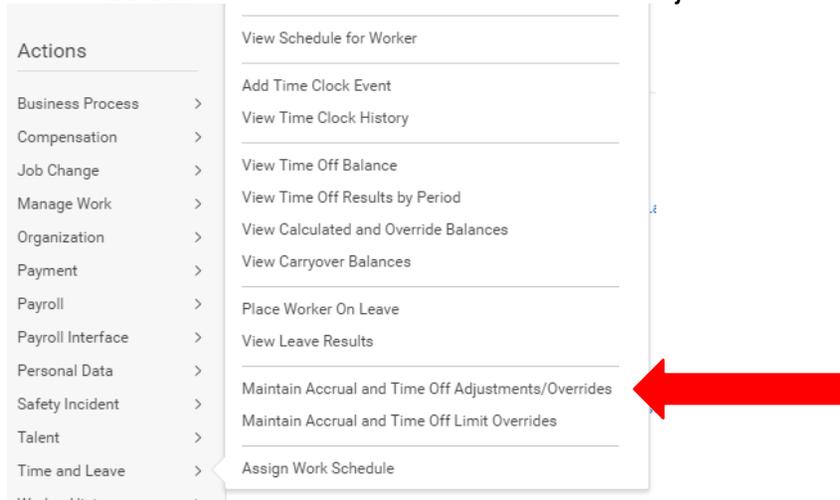


Figure 1. Visual representation of steps 1 through 3 for submitting an entry in Workday

- Click the “+” sign

Maintain Accrual and Time Off Adjustments/Overrides

Worker Paulo Barretto (Terminated)

Adjustments | Overrides

Adjustments 1 item

	*Select Accrual/Time Off	Units	Unit of Time	*Period	*Reference Date	Batch ID	Comment
-	X Lump Sum - Vacation	54.55	Hours	X 01/01/2018 - 01/31/2018 (Monthly)	01 / 01 / 2018		Lump sum for 54.55 hours; terminated 1/...

Figure 2. Visual representation of steps 6 through 8 for submitting an entry in Workday

- Under period – Type “Monthly” and the system will bring up options for you to choose from.
- Under comments – Enter: “Lump sum for XX hours, last day worked MM/DD/YY”
- Submit.
- Next, locate the Employee tab
- Select *Time and Leave*
- Select *View Time Off Results by Period*

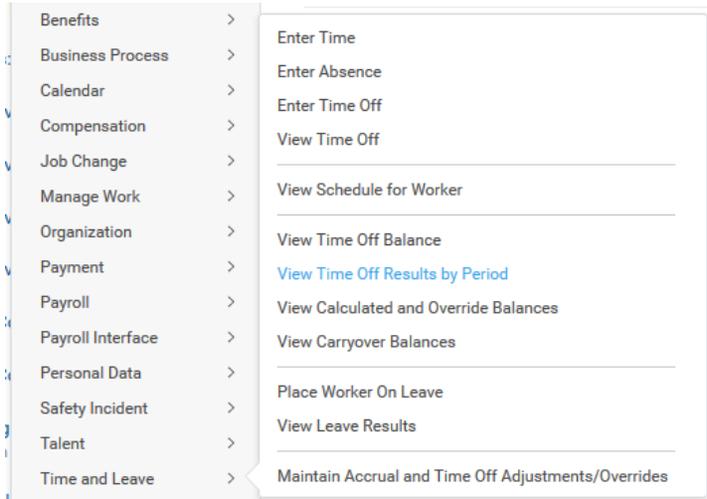


Figure 3. Visual representation of step 11 in submitting an entry in Workday

- Enter Vacation and appropriate monthly period

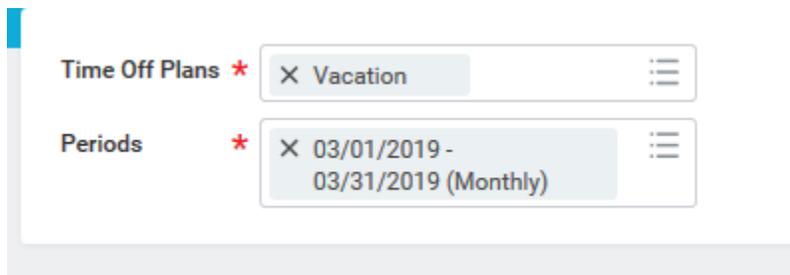


Figure 4. Visual representation of step 11 in submitting an entry in Workday

- Click OK
- Print/Save report:  select printer icon on right-hand side of screen 3/23/20