Lump Sum Vacation Payout

Engineering Human Resource Contact Information

- Engineering Workday Help Email: eworkday-help@tamu.edu
- Engineering Phone: 979.458.7699

Lump Sum Vacation Packet submitted to Engineering Payroll will include the following:

A. Lump Sum Worksheet Worksheet— Monthly and Biweekly forms can be found at: [http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Payroll/Forms.php](http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Payroll/Forms.php)
B. Vacation Balance Report – Workday report Time Off Results by Period
C. Supplemental Form – Monthly and Biweekly forms can be found at: [http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Payroll/Forms.php](http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Payroll/Forms.php)

NOTE: Lump Sum Payments are not processed as one-time payments in Workday. You will need to submit the 3 items above to Engineering Payroll 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) In Workday, locate the Employee and go to their Time and Leave section
2) Go to the Request Time Off or Correct Time Off (if terminated) – calendar view of leave hours, ensure all entries are approved or submitted (if needed) and locate the vacation balance on the left-hand side. Please be aware that if an employee has submitted future leave requests, those requests will need to be cancelled.
   **NOTE:** Balance as of – current date is automatically generated, you may/may not need to change to view balances
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) Units = enter number of vacation hours to be paid
7) 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
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) 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

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

Click the +
Period – Type Monthly and the system brings up the options.

Comments – enter: Lump sum for XX hours, last day worked MM/DD/YY

Report

Locate Employee > Go to Time and Leave
View Time Off Results by Period
Enter Vacation and appropriate monthly period

Click OK

Print/Save report: select printer icon on right-hand side of screen