

## **VACATION LUMP SUM**

### **Instructions to Zero Out Vacation Balance in Workday**

**Vacation Lump Sums** – Lump Sums for AgriLife will still be processed on the Lump Sum form (AG-510) and submitted in Laserfiche via Work-In-Progress – Payroll. Please [do not submit](#) a One-Time Payment for Vacation Lump Sum in Workday.

You will need to use the Maintain Accrual business process in Workday to zero out the remaining vacation balance in Workday. Payroll will process the lump sum after that they received Form AG-510 along with a copy of the entry in Workday zeroing out the vacation.

#### **Instructions to Zero out Vacation balance in Workday**

Pull up the employee in Workday  
Click on the 'Actions' option just under their name  
Select 'Time and Leave'  
Go to 'View Time Off Balance' and select it  
Enter their term date for the 'as of' date and click 'ok'  
Check the employee's vacation balance (make sure it doesn't include any accruals they are not eligible for)  
Go back to the 'Actions' tab  
Go back to 'Time and Leave'  
Go to 'Maintain accrual and time off adjustments/overrides'  
On the 'Adjustments' tab, click on the '+' symbol to add a line  
Tab over to the Select Accrual/Time Off  
Select 'Absence Accruals & Time Offs'  
Select 'Lump Sum – Vacation'  
Tab over to the 'Units' section and enter the number of vacation hours to zero out  
Tab over to the 'Period' section and select 'Eligible Periods' and 'Current year' and select the month of employee's last day  
Enter a comment (Example: Termed 2/28/18; pay unused vacation)  
Click 'OK'  
Click on 'printer icon' in upper right corner of blue bar to print (this page to be submitted to Payroll with AG-510)  
Click 'Done'  
Go back and check their leave balance to ensure vacation balance is '0'  
Click on 'printer icon' in upper right corner of blue bar to print (this page to be submitted to Payroll with AG-510)

Complete AgriLife form AG-510 and scan into WIP-Payroll in Laserfiche along with the two printed pages from Workday.

**NOTE: You will follow this same process for any remaining FLSA comp balance. Please write "FLSA COMP" on the top of Form AG-510.**