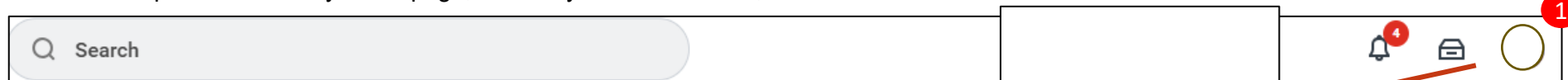


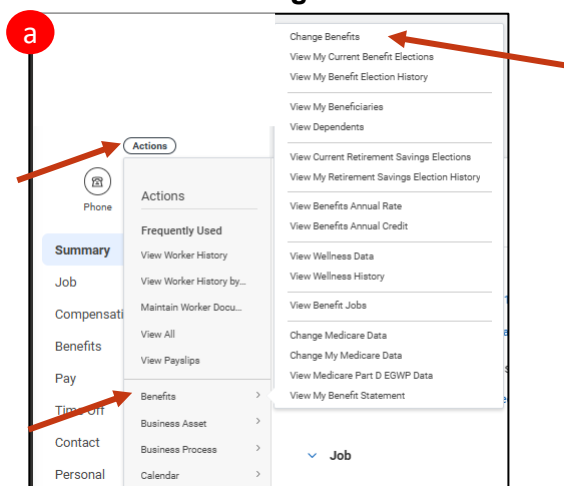
PTO Payout Instructions

In Workday, employees need to initiate the **PTO Payout Election** process. Employees will have from 10/27/2025 through 12/12/2025 to make their elections in **Workday**. All eligible employees must make an election in 2025, as the default has changed to the new PTO Rollover option. If employees wish to have a cash payout, they will need to select the **Cash Payout** option. Once a selection is made, it will remain that way for future years until the employee changes it.

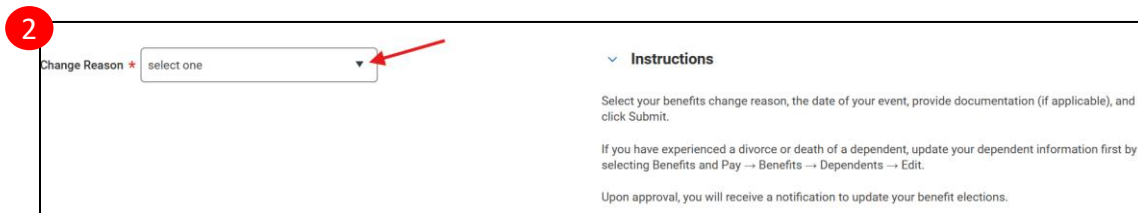
1. From the top of the Workday home page, click on your account icon, then choose **View Profile**



1a. Select **Actions/Benefits/Change Benefits**



2. Under the **Change Reason** drop-down menu, select **UR PTO Pay-Out Election**



Change Reason * select one

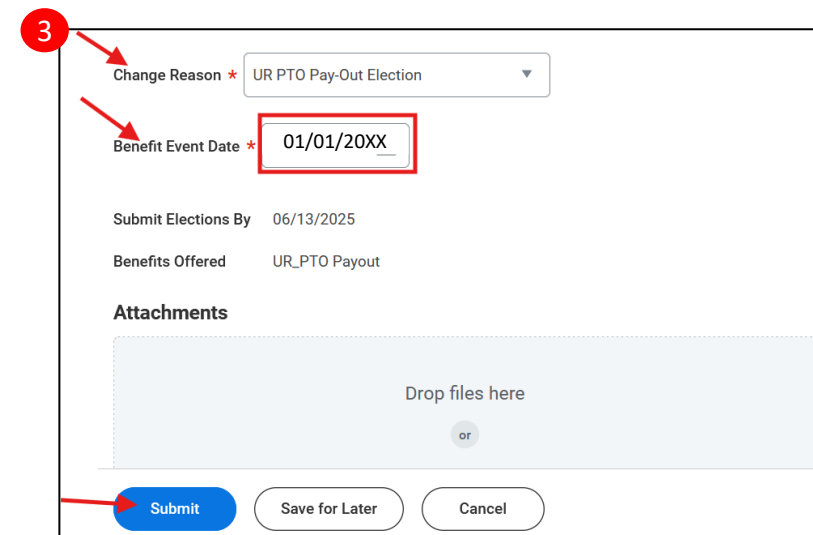
Instructions

Select your benefits change reason, the date of your event, provide documentation (if applicable), and click Submit.

If you have experienced a divorce or death of a dependent, update your dependent information first by selecting Benefits and Pay → Benefits → Dependents → Edit.

Upon approval, you will receive a notification to update your benefit elections.

3. Use today's date for the **Benefit Event Date** and select **Submit** (No attachments required)



Change Reason * UR PTO Pay-Out Election

Benefit Event Date * 01/01/20XX

Submit Elections By 06/13/2025

Benefits Offered UR_PTO Payout

Attachments

Drop files here

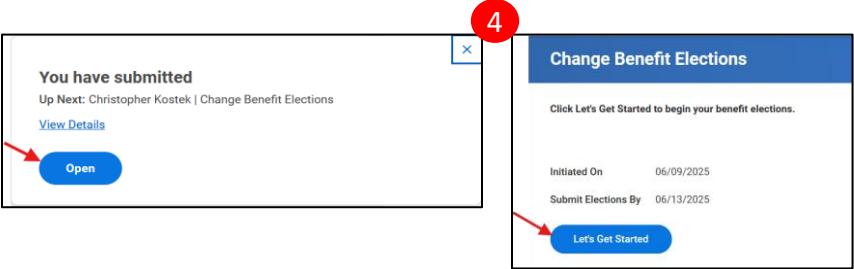
or

Submit Save for Later Cancel

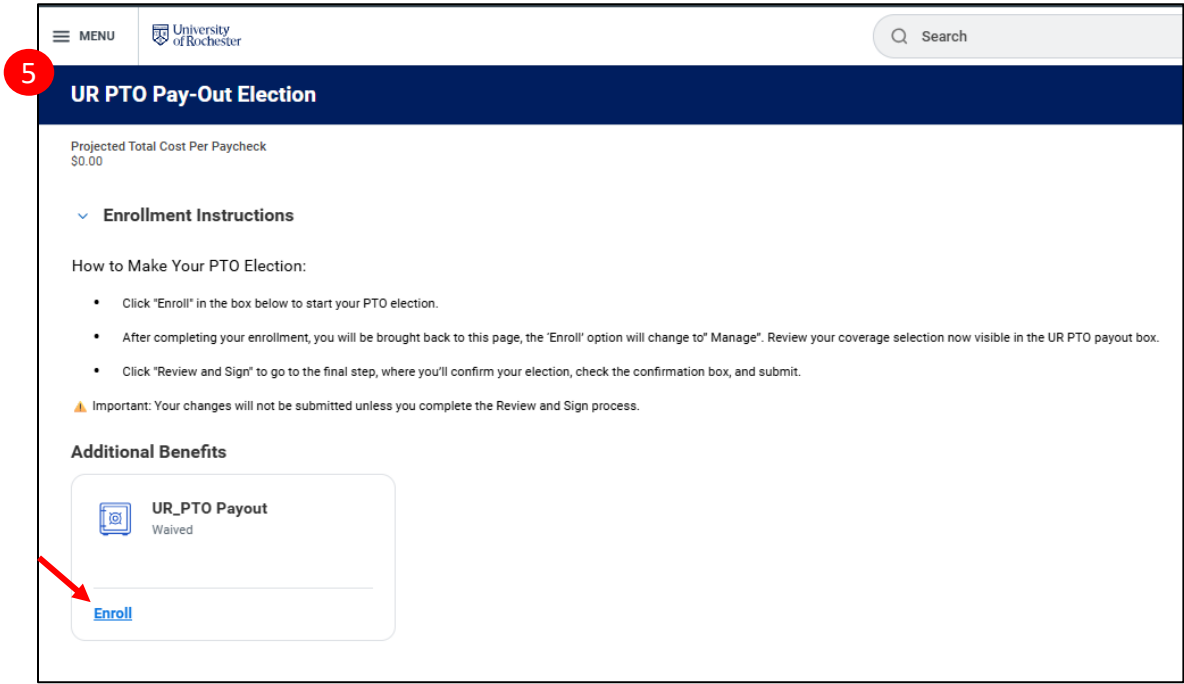
- UR I have become eligible for my Parents' Healthcare Plan
- UR I have enrolled in an External Qualified Health Plan through a Public Exchange
- UR Lose eligibility for Medicaid or State Children's Health Insurance
- UR Marital Status - Marriage
- UR My Dependent Enrolls in Coverage
- UR PTO Pay-Out Election
- UR Spouse/Child Gains or Loses Coverage Elsewhere
- UR You experience a significant cost change in your University of Rochester medical plan premium

PTO Payout Instructions

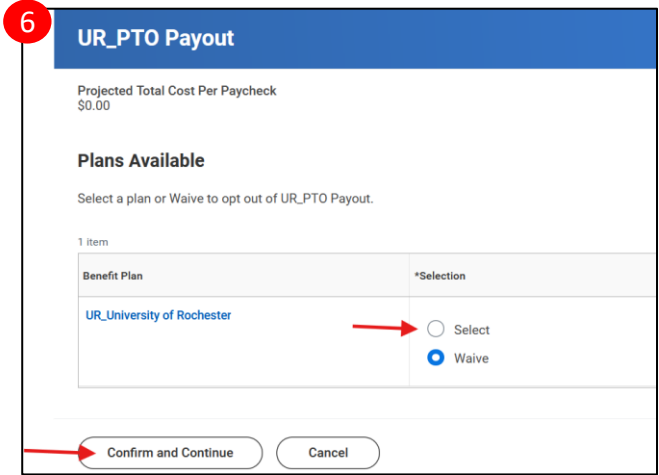
4. Click **Open** on the next panel and then select **Let's Get Started**



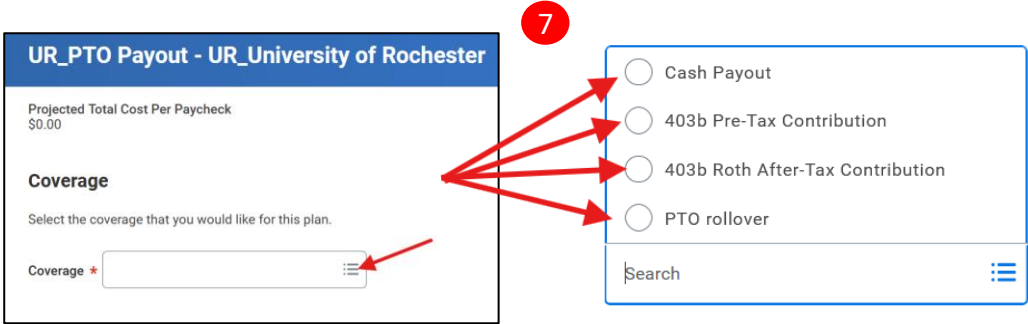
5. Under **Enrollment Instructions** – scroll down to the **Enroll** button for the **UR PTO Payout**



6. Under **Selection** choose **Select**, then click **Confirm and Continue**



7. Click on the bars' icon in the **Coverage** box and select your **PTO Pay-Out Option** from the drop-down menu. There are (4) options:



PTO Payout Instructions

Note: for the **2026 Payout**, the default has changed to **PTO Rollover**. If you want **Cash**, you will need to select the Cash Payout option. Select **Save**.

UR_PTO Payout - UR_University of Rochester

Projected Total Cost Per Paycheck

\$0.00

Coverage

Select the coverage that you would like for this plan.

Coverage

X

Cash Payout

Save

Cancel

8. This message will be displayed – click on the **Review and Sign** button

8

UR PTO Pay-Out Election

Projected Total Cost Per Paycheck

\$0.00

Enrollment Instructions

How to Make Your PTO Election:

Click "Enroll" in the box below to start your PTO election.

After completing your enrollment, you will be brought back to this page, the "Enroll" option will change to "Manage". Review your coverage selection now visible in the UR PTO payout box.

Click "Review and Sign" to go to the final step, where you'll confirm your election, check the confirmation box, and submit.

Important:

Your changes will not be submitted unless you complete the Review and Sign process.

Additional Benefits

UPDATED

UR_PTO Payout

UR_University of Rochester

Coverage

Cash Payout

Manage

Your UR_PTO Payout changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

Review and Sign

Save for Later

9. Confirm your election and click **Submit** (ignore the reference to *Projected Total Cost per Paycheck*)

9

New Summary

Projected Total Cost Per Paycheck

\$0.00

Selected Benefits

1 item

Plan	Coverage	Effective Date	Termination Date	Cost	Options	Benefits	Cost
UR_PTO Payout	Cash Payout	10/01/2025	10/01/2025				

Unselected Benefits

0 items

No items available

Total Benefits Cost

1 item

Employee Cost	Net Cost
\$0.00	\$0.00

Attachments

Drop files here

Electronic Signature

Submit

Save for Later

Cancel

10. Please review and submit your **Electronic signature** by clicking **I Accept, Submit**

Electronic Signature

10

Employee Acknowledgment and Distribution Authorization

I acknowledge and agree that by signing this electronic form I am confirming my election for the distribution of my unused Paid Time Off (PTO) balance, as that I have reviewed the University's Policy on Paid Time Off (Policy 340) (<https://www.rochester.edu/policies/policy/pto/>) and understand that PTO distribution is subject to the terms and conditions of the policy. I further acknowledge that pursuant to Policy 340, part-time employees with a standard schedule of less than 33 hours per week are not eligible for PTO distribution.

I Accept

☒

Submit

Save for Later

Cancel

Submitted

You've submitted your elections.

You will be able to view your elections made under **View Profile/Benefits/Additional Benefits/UR_PTO Payout**