

N O R T H S H O R E M E D I C A L C E N T E R

E A R N E D T I M E C A S H I N R E Q U E S T

A p r i l 2 0 1 7 O c t o b e r

Criteria: Cash in request begins on March 26th but not later than April 22nd, or September 24th, but not later than October 21st.

Note: Timekeepers will have access to the Pay Code starting with weeks ending April 1st and September 30th.

Cash in must be standard hours or 2x standard scheduled hours. Employees are eligible for one cash-in during any one week of the dates listed above.

A balance of 60 earned time hours must remain subsequent to the allowed cash in for full time employees and a balance of 40 earned time hours must remain subsequent to the cash in for part-time employees.

Requests must be submitted to your Timekeeper for verification of eligibility and payroll process. Payments will be paid out with weekly scheduled paycheck. Cash in is not a separate check.

All applicable tax withholdings along with any contribution to your retirement plan that you have already indicated will be deducted.

You may change your federal tax and retirement elections via PeopleSoft Employee Self-Service.

Please complete Section 1 and submit it to your Timekeeper for processing.

SECTION 1: Employee

Name: _____

Department: _____

PeopleSoft Id# _____

Shift: _____

I am a full-time part time Employee requesting Earned Time Cash in of hours

**NOTE: Cash in request must be equivalent to an employees regularly scheduled hours.
Increments or hours less than normally scheduled hours are not permitted.**

Signature _____ Date _____

SECTION II: Timekeeper

Current ET Balance : _____

Scheduled hours: _____

Cash in processed: _____

Date

Timekeeper Signature