

**BWH Benefit Time Cash-Out Option**

Employees will have the flexibility to choose when they want to cash-out benefit time hours for the dollar equivalent. The following guidelines apply:

**Cash-out:**

- An employee can cash out in increments of 20 hours but must maintain a balance of 2x their scheduled hours in their BT bank. For example, if your scheduled hours are 40 then you will need to keep a balance of 80 hours in your BT bank.
- Cash-out is limited to 2x per calendar year.

**Calendar Year End Requirement:**

Each calendar year, employees are required to take off a required number of hours.

- An employee's requirement is indicated on their check as BT REQ.
- If an employee does not meet their BT Requirement, the difference between the BT requirement and the BT taken is transferred to their ESL bank.
- An employee **may not** cash out hours to meet their calendar year requirement.

**Timkeeper's Instructions for Kronos:**

- Open employee's timecard in Kronos for current week.
- Add an additional row in the employee's timecard.
- In that row, choose optional cash out as the pay code and enter the amount of hours indicated by the employee.
- Employees can expect to see their BT hours cashed out in their next paycheck.

**Timkeeper's Instructions for One Staff:** Please contact the Payroll Department.

**Please complete the information below and submit to your timekeeper.**

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Name \_\_\_\_\_ Employee # \_\_\_\_\_

Benefit Time Hours as of today's date: \_\_\_\_\_  
Total hours you are cashing out (must be in increments of 20): \_\_\_\_\_

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Timekeeper's signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

**Note to timekeepers:** After processing, please file in departmental employee record.