

# Create Vacation Payout in Lieu

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## Procedure Overview

**Overview** *To gain an understanding on how to create a vacation payout in lieu for an employee that is not terminating by recording the following:*


- Pay period end date
- Number of hours

## Create Vacation Payout in Lieu


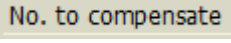


Click on the following path:


Human Resources → Personnel Management →  
Administration → HR Master Data → Maintain



### Maintain HR Master Data

1. Click on the Time Recording Tab select **Vacation Payout in Lieu PM/Conf/USW**
2. Enter the pay period end date in the **Period** **From** field
3. Enter 9999 in the Subtype **STy** box or select **Vacation Payout In-Lieu** from the drop-down.
4. Click on CREATE 

### Create Vacation Payout in Lieu PM/Conf/USW

1. Verify the start date  is the same date as the one entered above.
2. Enter in  the amount of **hours** to compensate (The amount in Rem. Are the number of vacation hours left to be paid out)
3. Click  or press ENTER
4. Click  to SAVE



If you want to view the screen in terms of days, instead of hours, you can select the  **Show as Days** button at the top of the screen. Please keep in mind that you must switch back into hours view by clicking on the  **Show as Hours** button prior to saving, as you can only compensate in hours. The system will automatically switch you back into hours from days if you try and save in days.

## Dollars to Hours Tool

If you require a calculation of dollars to hours or vice versa there is a calculation tool on the Create Vacation Payout Screen.

1. Enter either the hours or amount you have available and it will display the figure you need in the Compensation Calculator

Compensation calculator (for display only)

Amount <==> Hours

### END OF CREATE VACATION PAYOUT IN LIEU PROCESS STEPS