Sick Cash Out

ONLINE TRANSACTION USER GUIDE

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1. Log in to Oracle: [https://myinfo.rit.edu](https://myinfo.rit.edu)

2. Navigate to ‘RIT Employee Self-Service’ and select *My Sick Cash Out (Non-Exempt Only)* under My Benefit and Compensation Information

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### My Benefit and Compensation Information
- My Benefits
- My Total Compensation Statement
- My Family Member Tuition Waiver
- My Graduate Course Tax Waiver Request
- My Absences (Exempt Only)
- My Sick Cash Out (Non-Exempt Only)

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### New entry

Select the *Add* button to make a new entry. Then click *Next*.

Select Yes in the dropdown to elect the sick cash-out to be paid as taxable pay. Click *Apply*

By selecting Yes in the box below, I elect to have a portion of the value of my unused sick leave hours for the current fiscal year be paid to me as taxable pay. I understand that the amount will be ⅔ of the value of my unused sick leave hours and that taxes will be withheld. I further understand that if the cash-out was contributed to the Retirement Savings Plan, the amount would have been ⅔ of the value of my unused sick leave hours, and Federal and state taxes would not have been withheld.

Choose Yes to elect the sick cash-out be paid to you as taxable pay, then click *Apply*. Click *Cancel* to cancel this action and return to the previous page.

Enter any changes below. Click *Apply* to continue this action, click *Cancel* to cancel this action and return to the previous page.

You will be returned to the Overview screen – click on *Next* to move to the submit page and to add the required documentation.
Review and Submit

Review your selection and Click Submit

<table>
<thead>
<tr>
<th>Extra Information Type</th>
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<tbody>
<tr>
<td>RIT Sick Cash Out</td>
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| Proposed |
| Sick Cash Out: Yes |
| Fiscal Year End: 30-Jun-2021 |

Delete entry

You cannot delete your election; a benefits staff member will need to do this for you. To make this request, please contact the RIT Service Center (RSC). You can go to the RSC portal at help.rit.edu

- chat online with a representative, OR
- click on Report Issue / Ask Question to submit the request yourself.

OR

- you can call the RSC at 585-475-5000 to make the request.

A benefits staff member will be notified through the RSC ticket to delete your election. Once deleted, you will receive an email notification from the RSC.