

Sick Cash Out

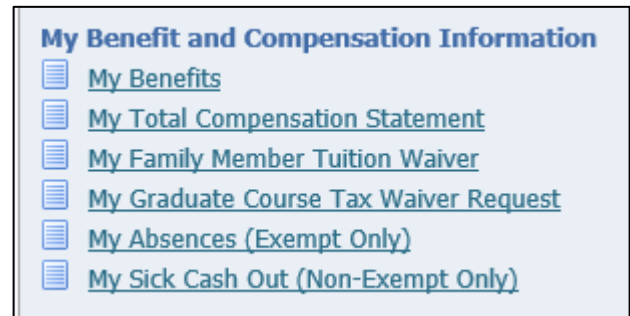
ONLINE TRANSACTION USER GUIDE

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Login & Access

(Please note: FireFox ESR is the preferred browser when working with Oracle Applications)

1. Log in to Oracle: <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



New entry

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

The 'RIT Sick Cash Out' form is displayed. The 'Add' button is circled in red. Below the button is a table with the following columns: Select Status, Sick Cash Out, and Fiscal Year End. The table contains one row with the text 'No results found.' The 'Cancel', 'Back', and 'Next' buttons are visible at the bottom right, with 'Next' circled in red.

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

The 'RIT Sick Cash Out' form is displayed. The text reads: "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 1/2 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 3/4 of the value of my unused sick leave hours, and Federal and state taxes would not have been withheld." Below this text is a dropdown menu with 'Yes' selected. The text below the dropdown reads: "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." The 'Apply' button is circled in red.

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

The 'RIT Sick Cash Out' form is displayed. The 'Add' button is visible. Below it is a table with the following columns: Select Status, Sick Cash Out, and Fiscal Year End. The table contains one row with the following values: New, Yes, and 30-Jun-2021. The 'Cancel', 'Back', and 'Next' buttons are visible at the bottom right, with 'Next' circled in red.

