

PTO CASHOUT REQUEST FORM



Instructions:

Employee, provide completed form to supervisor for consideration. Supervisor, review approval with your department Senior Team Leader. Supervisor, provide the employee a copy of response and if approved, then send the approved form to NMS Payroll dept-payroll@nmsusa.com for processing. Please call HR at 1(800)478-2000 or (907)265-4355 if you have any questions regarding completing this form.

EMPLOYEE INFORMATION				
Last Name, Suffix	First Name	Middle Initial	Employee ID	Company

EMPLOYEE REQUEST
<input type="checkbox"/> Reached accrual cap (no approval necessary)
<input type="checkbox"/> Financial need (require supervisor and Senior Leader Team member approval)

PTO CASHOUT REQUEST
<input type="checkbox"/> I request to have _____ hours of PTO (up to 80) cashed out (minus applicable taxes and deductions) in accordance with company policy. I understand that PTO Cash Out requests will be processed as soon as administratively possible and may take up to 3 business days to complete once approved request is received by the payroll department.

SUPERVISOR RESPONSE (FINANCIAL HARDSHIP ONLY)	
The above request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for denial:	
Supervisor Signature <small>(required only for financial hardship requests)</small>	Date
Dept. Senior Management Team Signature <small>(required only for financial hardship requests)</small>	Date

PAYROLL USE ONLY		
Amount of Payroll Check Due	Amount Requested	Other