Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 10/30/2020 12:46:51 PM (Workflow Start Event)

Submit

by Mitch Humble 10/30/2020 1:16:53 PM (Vacation Sellback Request)

- The task was assigned to Mitch Humble 10/30/2020 12:46 PM

Approve

by Becky Lassen 11/5/2020 3:36:43 PM (Finance Approval)

- Becky Lassen assigned the task to Becky Lassen 11/4/2020 9:24 AM
- The task was assigned to Payroll. The due date is: November 5, 2020 5:00 PM 11/1/2020 12:00 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Mitch Humble

Employee Number [redacted]

Employee Department * Administration

Phone Number [redacted]

Date of Eligibility * 11/1/2020

Date of Application * 10/30/2020

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *

- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	192
Remaining Vacation Balance	152
Hours Taken Previous Year *	40
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 9/14/2021 12:41:09 PM (Workflow Start Event)

Submit

by Gretchen Scott 9/14/2021 12:42:10 PM (Vacation Sellback Request)

- The task was assigned to Gretchen Scott 9/14/2021 12:41 PM

Approve

by Janie Higgins 9/29/2021 12:00:26 PM (Finance Approval)

- Janie Higgins reassigned the task to Janie Higgins 9/29/2021 11:59 AM
- The task was assigned to Payroll. The due date is: October 4, 2021 5:00 PM 9/29/2021 11:59 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Gretchen Scott

Employee Number [redacted]

Employee Department * Human Resources

Phone Number [redacted]

Date of Application * 9/14/2021

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	269
Remaining Vacation Balance	229
Hours Taken Previous Year *	74
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 10/28/2021 1:17:13 PM (Workflow Start Event)

Submit

by Mitch Humble 10/28/2021 1:18:28 PM (Vacation Sellback Request)

- The task was assigned to Mitch Humble 10/28/2021 1:17:13 PM

Approve

by Becky Lassen 11/10/2021 6:34:08 PM (Finance Approval)

- The task was assigned to Payroll. The due date is: November 11, 2021 5:00 PM 11/7/2021 12:01:05 AM
- Becky Lassen assigned the task to Becky Lassen 11/10/2021 6:33:54 PM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Mitch Humble

Employee Number [redacted]

Employee Department * City Administration

Phone Number [redacted]

Date of Application * 10/28/2021

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	171
Remaining Vacation Balance	131
Hours Taken Previous Year *	40
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 11/4/2022 2:12:42 PM (Workflow Start Event)

Submit

by Gretchen Scott 11/4/2022 3:14:05 PM (Vacation Sellback Request)

- The task was assigned to Gretchen Scott 11/4/2022 2:12:43 PM

Approve

by Celene Nino 12/5/2022 11:36:22 AM (Finance Approval)

- The task was assigned to Celene Nino. The due date is: December 2, 2022 5:00 PM 11/29/2022 12:05:28 AM

'Vacation Sellback Payout' was assigned to Celene Nino 12/5/2022 11:36:22 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Gretchen Scott

Employee Number [redacted]

Employee Department * City Administration

Phone Number [redacted]

Date of Application * 11/4/2022

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	88
Remaining Vacation Balance	48
Hours Taken Previous Year *	152
Vacation Sellback will be direct deposited on *	12/9/2022
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 10/9/2023 10:27:34 AM (Workflow Start Event)

Submit

by Gretchen Scott 10/9/2023 10:29:48 AM (Vacation Sellback Request)

- The task was assigned to Gretchen Scott 10/9/2023 10:27:34 AM

Approve

by Celene Nino 10/9/2023 10:53:25 AM (Payroll Approval - City Administration)

- The task was assigned to Celene Nino. The due date is: October 12, 2023 5:00 PM 10/9/2023 10:29:49 AM

'Vacation Sellback Payout - City Administration ' was assigned to Celene Nino 10/9/2023 10:53:26 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Gretchen Scott

Employee Number [redacted]

Employee Department * City Administration

Phone Number [redacted]

Date of Application * 10/9/2023

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	236
Remaining Vacation Balance	196
Hours Taken Previous Year *	84
Are you going to reject? *	○ Yes ◉ No
Vacation Sellback will be direct deposited on *	10/13/2023
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 10/30/2023 8:31:11 AM (Workflow Start Event)

Submit

by Mitch Humble 10/30/2023 5:23:14 PM (Vacation Sellback Request)

- The task was assigned to Mitch Humble 10/30/2023 8:31:11 AM

Approve

by Celene Nino 12/4/2023 10:01:33 AM (Payroll Approval - City Administration)

- The task was assigned to Celene Nino. The due date is: December 4, 2023 5:00 PM 11/29/2023 12:00:01 AM

'Vacation Sellback Payout - City Administration ' was assigned to Celene Nino 12/4/2023 10:01:35 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Mitch Humble

Employee Number [redacted]

Employee Department * City Administration

Phone Number [redacted]

Date of Application * 10/30/2023

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	223
Remaining Vacation Balance	183
Hours Taken Previous Year *	73
Are you going to reject? *	○ Yes ◉ No
Vacation Sellback will be direct deposited on *	12/8/2023
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 9/6/2024 1:26:33 PM (Workflow Start Event)

Submit

by Gretchen Scott 9/20/2024 8:50:13 AM (Vacation Sellback Request)

- The task was assigned to Gretchen Scott 9/6/2024 1:26:33 PM

Approve

by Jennifer Lambert 9/25/2024 4:37:00 PM (Payroll Approval - City Administration)

- The task was assigned to Janie Higgins, Jennifer Lambert. The due date is: September 25, 2024 5:00 PM 9/20/2024 8:50:13 AM
- Jennifer Lambert assigned the task to Jennifer Lambert 9/23/2024 9:33:24 AM

'Payroll Vacation Sellback Payout - City Administration ' was assigned to Janie Higgins, Jennifer Lambert 9/25/2024 4:37:01 PM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Gretchen Scott

Employee Number [redacted]

Employee Department * City Administration

Phone Number [redacted]

Date of Application * 9/20/2024

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	226
Remaining Vacation Balance	186
Hours Taken Previous Year *	80
Are you going to reject? *	○ Yes ◉ No
Vacation Sellback will be direct deposited on *	9/27/2024
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00) Mountain Time (US & Canada)

by Workflow 10/28/2024 10:04:22 AM (Workflow Start Event)

Submit

by Mitch Humble 10/28/2024 10:05:57 AM (Vacation Sellback Request)

- The task was assigned to Mitch Humble 10/28/2024 10:04:23 AM

Approve

by Jennifer Lambert 11/6/2024 1:23:37 PM (Payroll Approval - City Administration)

- The task was assigned to Janie Higgins, Jennifer Lambert. The due date is: October 31, 2024 5:00 PM 10/28/2024 10:05:58 AM
- Jennifer Lambert assigned the task to Jennifer Lambert 10/31/2024 4:04:42 PM

'Payroll Vacation Sellback Payout - City Administration ' was assigned to Janie Higgins, Jennifer Lambert 11/6/2024 1:23:38 PM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Mitch Humble

Employee Number [redacted]

Employee Department * City Administration

Phone Number [redacted]

Date of Application * 10/28/2024

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	252
Remaining Vacation Balance	212
Hours Taken Previous Year *	93
Are you going to reject? *	○ Yes ◉ No
Vacation Sellback will be direct deposited on *	11/8/2024
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00)

by Workflow 10/1/2025 8:24:26 AM (Workflow Start Event)

Submit

by Mitch Humble 10/1/2025 8:30:00 AM (Vacation Sellback Request)

- The task was assigned to Mitch Humble 10/1/2025 8:24:26 AM

Approve

by Jenn Lambert 10/6/2025 9:41:13 AM (Payroll Approval - City Administration)

- The task was assigned to Janie Higgins, Jenn Lambert. The due date is: October 6, 2025 5:00 PM 10/1/2025 8:30:01 AM
- Jenn Lambert assigned the task to Jenn Lambert 10/1/2025 1:45:02 PM

→ 'Payroll Vacation Sellback Payout - City Administration ' was assigned to Janie Higgins, Jenn Lambert 10/6/2025 9:41:15 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Mitch Humble

Employee Number * [redacted]

Employee Department * City Administration

Phone Numbe [redacted]

Date of Application * 10/1/2025

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	197
Remaining Vacation Balance	157
Hours Taken Previous Year *	155
Are you going to reject? *	○ Yes ◉ No
Vacation Sellback will be direct deposited on *	10/10/2025
Signature of Finar Department Approver *	[redacted]

Action History (UTC-07:00)

by Workflow 10/6/2025 9:39:58 AM (Workflow Start Event)

Submit

by Gretchen Scott 10/6/2025 9:40:34 AM (Vacation Sellback Request)

- The task was assigned to Gretchen Scott 10/6/2025 9:39:58 AM

Approve

by Jenn Lambert 10/7/2025 8:52:05 AM (Payroll Approval - City Administration)

- The task was assigned to Janie Higgins, Jenn Lambert. The due date is: October 9, 2025 5:00 PM 10/6/2025 4:56:17 PM
- Jenn Lambert assigned the task to Jenn Lambert 10/7/2025 8:27:21 AM

→

'Payroll Vacation Sellback Payout - City Administration ' was assigned to Janie Higgins, Jenn Lambert 10/7/2025 8:52:06 AM

Vacation Sell Back Application

Requirements

To be eligible for the vacation sell back program, the following conditions must be met:

1. Be employed with the City for at least one year.
2. Have at least two weeks of accrued vacation at the time of application.
   80 hours - regular
   84 hours - police
   144 hours - fire
3. Have at least one week of vacation during the preceding calendar year.
   40 hours - regular
   42 hours - police
   72 hours - fire
4. Vacation may only be sold back once during any fiscal year.
5. Vacation which is being sold back to avoid a "use it or lose it" situation must be approved by the City Manager.

For questions, call (208)735-7246

Employee Application

Employee Name * Gretchen Scott

Employee Number * [redacted]

Employee Department * City Administration

Phone Numbe [redacted]

Date of Application * 10/6/2025

Number of vacation hours to be sold to the City * 40

Federal and State withholding to be made. *
- (•) Yes
- ( ) No

(Social Security, Medicare and PERSI will be automatically withheld if applicable.)

Signature of Applicant [redacted]

Payroll Instructions

1. Open employee profile in Springbrook and look at Accruals Tab - Vacation bank
2. Run a Payroll Register by Detail, for the last 365 days
3. Filter Payroll Register column A - look for VS - Vacation Sell Back

   Did they sell back in the current Fiscal Year? (October 1st to Sept 30th)

   Have they used the required vacation in the last 365 days? Look for pay code V - Vacation.
4. Check to see if they want Federal and State taxes deducted and check status of FED and STATE deductions to see if flagged for cycle 5
5. Check their 100% Direct Deposit deduction and make sure it is flagged for Cycle 5. Note: This is new as of Sept 2022, so most employees will not be flagged for cycle 5.

After processing vacation sell back

Open employee profile and make sure FED and STATE deductions are flagged for Cycle 5 for future payments

Finance Approval

Use It or Lose It	☐ This is a "use it or lose it" scenario
Current Vacation Balance *	215
Remaining Vacation Balance	175
Hours Taken Previous Year *	139
Are you going to reject? *	○ Yes ◉ No
Vacation Sellback will be direct deposited on *	10/10/2025
Signature of Finar Department Approver *	[redacted]