

YOU ARE INVITED TO SELL BACK YOUR SICK LEAVE ONLINE - 2021

**WHO: ELIGIBLE MEMBERS OF
TCEA – CONFIDENTIAL –
TMAPS – MANAGEMENT**

WHEN: 11/8/21 – 11/12/21

HOW: BY ACCESSING THIS LINK

<http://tlkweb/sellback>

or

Selecting this Icon



on your Intranet Homepage

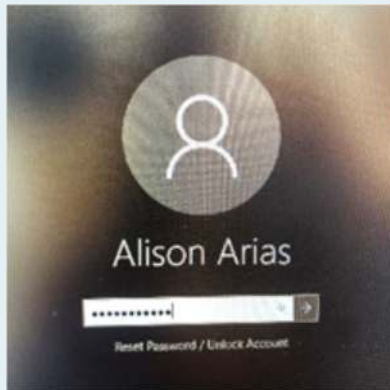


Sellback will be paid on your check dated 11/19/2021.

Please contact Taryn Perry, Alison Arias, or your department's payroll clerk if you have questions about your eligibility or available hours for cash out.

Please help Payroll move to paperless sick leave sellback by following these steps:

1. Log on to a City computer using your Windows Credentials



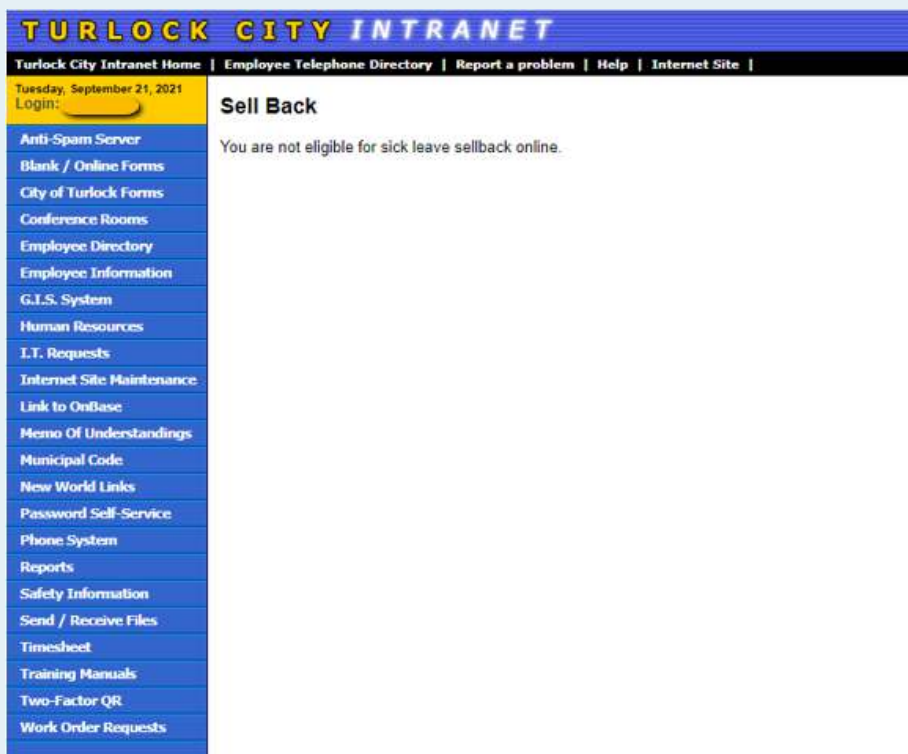
2. Select this Icon on your Intranet Home Page



Or

Go to this link to check Eligibility: <http://tlkweb/sellback>

Am I eligible? "No" looks like this:

A screenshot of the Turlock City Intranet website. The top navigation bar is blue with the text "TURLOCK CITY INTRANET" in yellow. Below the navigation bar is a black bar with white text: "Turlock City Intranet Home | Employee Telephone Directory | Report a problem | Help | Internet Site |". The main content area has a yellow header with the date "Tuesday, September 21, 2021" and a "Login:" field. On the left side, there is a vertical menu of blue buttons with white text, listing various services like "Anti-Spam Server", "Blank / Online Forms", "City of Turlock Forms", "Conference Rooms", "Employee Directory", "Employee Information", "G.I.S. System", "Human Resources", "I.T. Requests", "Internet Site Maintenance", "Link to OnBase", "Memo Of Understandings", "Municipal Code", "New World Links", "Password Self-Service", "Phone System", "Reports", "Safety Information", "Send / Receive Files", "Timesheet", "Training Manuals", "Two-Factor QR", and "Work Order Requests". The main content area on the right is titled "Sell Back" and contains the text "You are not eligible for sick leave sellback online."

Am I eligible? "Yes" looks like this:

TURLOCK CITY INTRANET

Turlock City Intranet Home | Employee Telephone Directory | Report a problem | Help | Internet Site |

Tuesday, September 21, 2021
Login:

Sell Back

LAST NAME, FIRST NAME

According to the MOU, you are eligible to receive pay for one-half of the unused sick leave time that you have accrued since November 1, 2020.

Your Sick Balance as of 10/31/21 is hours.

YOU CAN RECEIVE PAY FOR 31.6250 HOURS.

I wish to be paid for hours

I do not wish to be paid for any sick time

Print your name

Review your signature

Type It Draw It

I accept this signature

Submit to Payroll

3. If you are eligible, please complete the following steps:

***Select one:** I wish to be paid or I do not wish to be paid

*If you wish to be paid, enter the number of hours. Please do not enter more than what is listed as available.

*Sign by Typing or Drawing. Regardless of your selection to sell back or not, please sign.

*Select check box (I accept this signature.)

*Select Submit to Payroll