

# Step-by-Step: Submitting an Annual Leave Exchange

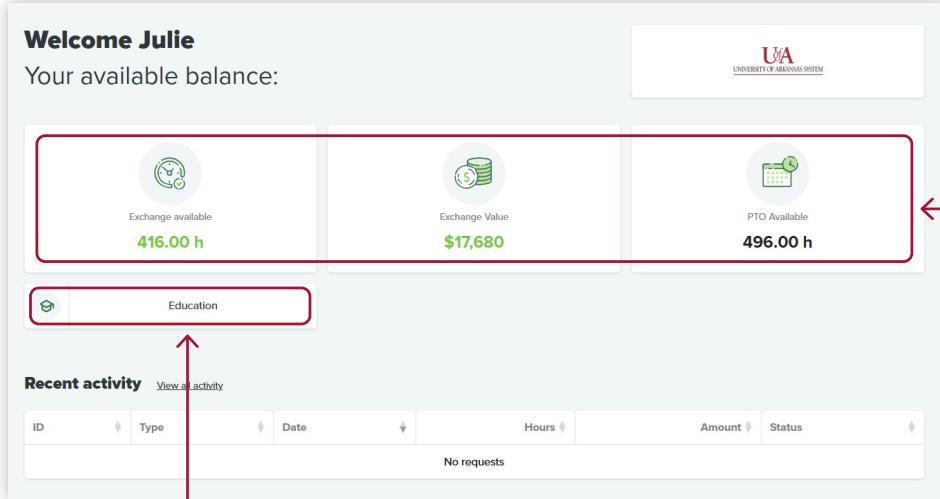
If you have student loans in your name, you can cash in unused annual leave to reimburse your loan payments. The payments you receive after converting your annual leave are taxable and will be added to your paycheck.

The university is working with PTO Exchange to facilitate the annual leave exchanges. To submit your request, follow these steps:

## 1. Log in to Azure and select PTO Exchange.



## 2. On your PTO Exchange Dashboard you will see:



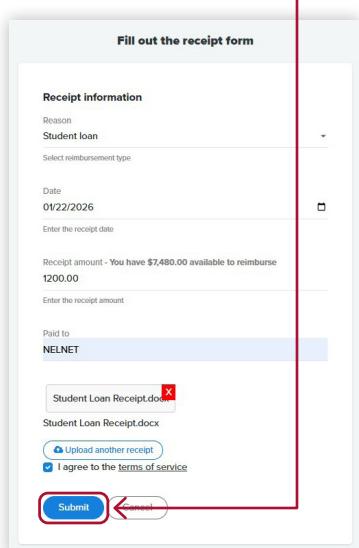
The screenshot shows the PTO Exchange dashboard for a user named Julie. At the top, it displays 'Welcome Julie' and 'Your available balance:'. Below this are three boxes: 'Exchange available' (416.00 h), 'Exchange Value' (\$17,680), and 'PTO Available' (496.00 h). A red box highlights the 'PTO Available' box. Below these boxes is a table titled 'Recent activity' with columns for ID, Type, Date, Hours, Amount, and Status. The table shows 'No requests'. A red arrow points from the 'Recent activity' table to the 'Education' button, which is also highlighted with a red box. The 'Education' button is located below the 'Recent activity' table.

-  The amount of annual leave available to be exchanged (annual leave you have accrued beyond 80 hours)
-  The exchange value of your annual leave based on your pay rate. Note: You can exchange only up to \$7,500 per year
-  The total amount of annual leave you have accrued (the amount of annual leave available to be exchanged plus 80 hours)

## 3. Select Education to make an exchange. Once you have submitted \$7,500 in student loans for the year, the Education button will disappear from your Dashboard until the following year.



**4. Fill out the exchange form and click **Submit**.**



Fill out the receipt form

Receipt information

Reason: Student loan

Select reimbursement type:

Date: 01/22/2026

Enter the receipt date:

Receipt amount - You have \$7,480.00 available to reimburse  
1200.00

Enter the receipt amount:

Paid to: NELNET

Student Loan Receipt.docx

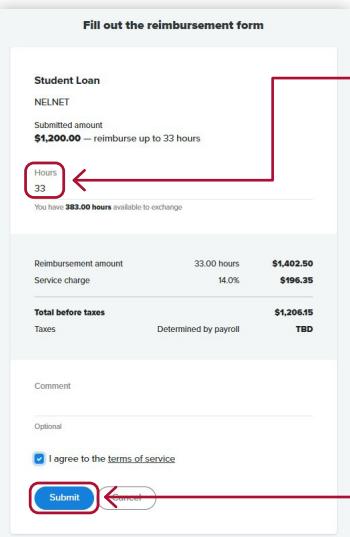
Upload another receipt

I agree to the terms of service

**Submit**

- You will need to upload proof of a student loan payment (screenshot, receipt, etc.) when you submit your exchange request. Your proof document must include your name as the signer on the loan.
- The IRS does not allow a dollar-for-dollar exchange of annual leave. When you exchange your annual leave time for cash payments, there will be a 14% exchange reduction.
- You will receive an email confirmation of your completed transaction.

**5. After you select **Submit**, the system will calculate the total number of hours you can exchange.**



Fill out the reimbursement form

Student Loan  
NELNET

Submitted amount  
\$1,200.00 — reimburse up to 33 hours

Hours: 33

You have 383.00 hours available to exchange

Reimbursement amount	33.00 hours	\$1,402.50
Service charge	14.0%	\$196.35

Total before taxes  
Taxes: Determined by payroll

\$1,206.15

Comment:

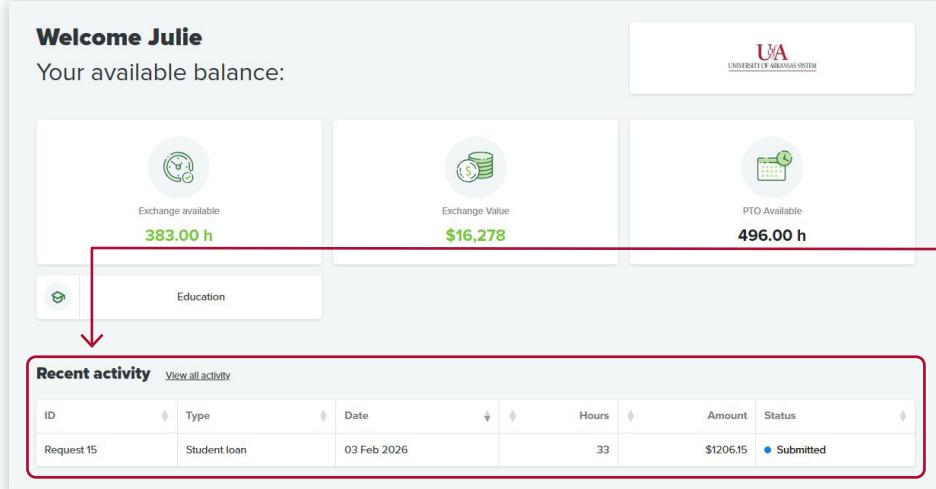
Optional:

I agree to the terms of service

**Submit**

Enter the number of hours you want to exchange, up to the limit.

Once you have completed your review, check that you agree to the terms of service and select **Submit**.



Welcome Julie

Your available balance:

UA  
UNIVERSITY OF ARKANSAS SYSTEM

Exchange available: 383.00 h

Exchange Value: \$16,278

PTO Available: 496.00 h

Education

Recent activity [View all activity](#)

ID	Type	Date	Hours	Amount	Status
Request 15	Student loan	03 Feb 2026	33	\$1206.15	Submitted

**6. Wait for PTO Exchange to review and confirm your eligibility. If you'd like to check the status of your submission, log into PTO Exchange and check the **Recent Activity** section on the Dashboard.**

**7. After approval, the cash payment will be added to your paycheck as "additional earnings," and the number of hours you submitted will be deducted from your annual leave balance. The payment will be taxed like your regular paycheck.**