

# UC San Diego

## Transition Assistance Program (TAP)

### APPLICATION FORM

The UCSD Transition Assistance Program is intended for the eligible employees who have an immediate need for assistance in meeting their financial obligations during the transition from monthly to a bi-weekly pay cycle. The following plans are offered for affected employees and will be subject to eligibility verification:

Employee Last Name, First Name:		Employee ID Number:
Payroll Title:		Title Code:
Home Department:		Home Dept. Code:
Home Ph. #:	Work Ph. #:	UCSD Email:
Timekeeper Name:		Phone #:

#### Vacation Accrual Cash Out (Maximum of 80 hours).

*Enter the number of vacation hours (in whole hour increments) in the box. The schedule of payments will be based on the date the application form will be received in the payroll office. The deadline to participate with TAP program is 12/15/16. Please note that insufficient balance to cover the requested hours may result in the delay of processing the payment.*

*Indicate your available vacation hours to cash out*

Note: If vacation hours are paid separately from a regular earnings, taxes will be deducted at a flat rate.

<i>Form Received by:</i>	<i>Payment Schedule</i>
<b>11/17/16</b>	<b>Monthly - Thurs, 12/01/16</b>
<b>12/05/16</b>	<b>Biweekly - Wed, 12/14/16</b>
<b>12/15/16</b>	<b>Biweekly - Wed, 12/28/16</b>

My signature below serves as authorization to pay the requested vacation hours to cash out. The amount of vacation I elect to cash out will be reduced from my vacation accrual balance and will no longer be available for use. I further understand that if the hours requested to cash out is insufficient, Payroll will only pay up to the current available balance posted as of 10/31/16 in My Leave Activity Summary Report (LASR).

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Employee Signature
Date

**Submit form via campus mail to Mail Code 0952 or mail form to:**  
**UCSD Campus Payroll Office**  
**9500 Gilman Drive-0952**  
**La Jolla, CA 92093-0952**

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The University has an arrangement with two credit unions for emergency loans at negotiated rates.  
Please see this policy link for more information:  
<http://policy.ucop.edu/doc/3410225/AM-E526-48>.