

Once you login to nemoursbenefits.bswift.com, locate the PTO Buyback section.



[Home](#) [My Benefits](#) [My Profile](#) [Library](#) [Role](#) [Help](#)

Your enrollment is complete!

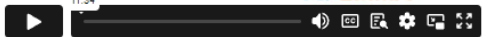
Last date to make changes **10/31/2023**

Your Status **Complete**

[Change My Elections](#)



11:34



Enrollment Highlights

* This year is a passive annual enrollment for 2024 benefit coverages. You only have to re-enroll in the SAVI Plan, the Flexible Spending Accounts (FSA), and the Health Savings Account (HSA). If you do not enroll in these benefits, you will have NO coverages for them in 2024. All of your other coverages will remain the same.

* All Annual Enrollment dependent verifications will be due 12/31/2023 for any newly added dependents to your coverage.

* If you need to process a Qualified Life Event during Annual Enrollment, after completing your Qualifying Life Event, you will need to confirm your 2024 plan year elections to make sure they are still accurate and confirm your life event changes carry over to 2024.

Featured Documents

[2024 Annual Enrollment Checklist](#)

[2024 Annual Enrollment Reference Sheet](#)

[2024 Annual Enrollment Presentation](#)

Welcome,

 **PTO Buyback**

My Profile ^

[Edit my profile](#)

[Edit dependent profiles](#)

Talkspace - Chat & Televideo Therapy

Talkspace is an online therapy platform that makes it easy and convenient for you to connect with a licensed behavioral therapist — from anywhere, at any time. With Talkspace, you can send unlimited text, video and audio messages to your dedicated therapist via web browser or the Talkspace mobile app. You can also schedule free real-time 30-minute televideo sessions. No commutes, appointments or scheduling hassles.

[To sign up: talkspace.com/rfl](https://talkspace.com/rfl)
[Or click here: Talkspace Chat-Televideo](#)

After you sign up:



Read the statement, check the box **I agree**, and click Continue.

Dual Year Reminder

⚠ Notice about your PTO Buyback Enrollment

You are currently participating in the PTO Buyback enrollment. Once you have completed this enrollment, you will need to review your benefit elections for 2024 to ensure they still meet yours and your family's needs. Once confirming your PTO Buyback election, please click on "Continue" to proceed to your 2024 Benefit Election Enrollment.

I read and understand the information above.

☐ I agree

- 1 Your Info
 - Employee Information
 - Family Info
 - Dual Year Reminder**
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Continue

If you meet the minimum participation requirements, you will be able to select **View Plan Options** to continue to elect this benefit. If you do not want to sell your PTO, click **I don't want this benefit (waive)**.

*If you do not see this as an option, you do not meet the minimum requirements to participate in this benefit.

Ongoing Enrollment

✈ PTO buyback NO PLAN SELECTED

The per pay period cost displayed for this election is a one time refund that will appear on your November 24th paycheck.

* Selection Required

- 1 Your Info
- 2 Your Benefits**
- 3 Enroll
- 4 Complete

Your Semi-Monthly Cost per pay period

\$0.00

Finished selecting benefits? Click the button below to continue.

Continue

Not ready to complete your benefits enrollment? No problem, just click the button below to save your progress and return later. Be sure to log back in later before the deadline, otherwise your enrollment will not be completed and benefit elections will not be put into effect.

Select **PTO Buyback Program**. Please note the highlighted text in the screenshot below.

[Back to Benefits](#)

PTO buyback

Your eligibility to sell the number of hours that you have elected is subject to review based on the rules in the Fact Sheet after the election window closes.

The per pay period cost displayed for this election **is a one time refund** that will appear on your November 24th paycheck.


The per pay period cost is the value of the PTO buyback election prior to any tax withholding at the supplemental rate or deductions.

The amount used to calculate the cost per hour sold reflects 80% of your current annual salary.

[View Plan Details](#)


PTO Buyback Program

Nemours

 Nemours

[View plan details](#)

Select

 No Coverage PTO buyback

Waive

[Back to Benefits](#)

Choose the number of hours you wish to sell. These should be whole numbers, no decimals. If you click on [Calculate Costs](#), you will see the cost of the PTO you selected.

Please note: This screen will show the minimum and maximum hours regardless of how many hours you actually have. For example, if your PTO bank says 90 hours, this screen will not adjust to the 90 hours. It is your responsibility to double check your PTO bank to confirm how much you have available. Once the enrollment window is closed, there will be a reconciliation to account for any PTO taken during this period so your hours might be adjusted.

PTO buyback

Your eligibility to sell the number of hours that you have elected is subject to review based on the rules in the Fact Sheet after the election window closes.

The per pay period cost displayed for this election is a one time refund that will appear on your November 24th paycheck.

The per pay period cost is the value of the PTO buyback election prior to any tax withholding at the supplemental rate or deductions.

The amount used to calculate the cost per hour sold reflects 80% of your current annual salary.

[View Plan Details](#)

PTO Buyback Program

Nemours

 Nemours

✓ Selected

[View plan details](#)

Employee Contribution Amount:

Sell Hours: [Calculate Costs](#)

Minimum 8 Hours

Maximum 100 Hours

Cost per hour sold: \$30.64

Summary (per pay period)

Employer Contribution \$0.00

Your Semi-Monthly Cost (\$1,531.84)

[Continue](#)



No Coverage PTO buyback

[Waive](#)

[Back to Benefits](#)

Click [Continue](#) when you are finished.

You will be asked to read the information in the pop-up window and answer yes or no.

Please answer question(s) below:

PTO buyback

*By clicking yes you are acknowledging that: Your eligibility to sell the number of hours that you have elected is subject to review based on the rules in the Fact Sheet after the election window closes.

The per pay period cost displayed for this election is a one time refund that will appear on your December 9th paycheck.

The per pay period cost is the value of the PTO buyback election prior to any tax withholding at the supplemental rate or deductions.

The amount used to calculate the cost per hour sold reflects 80% of your current annual salary.

☐ Yes ☐ No

If you agree, select Yes and you will move on to the next screen.

If this screen is correct, select **Continue**.

Ongoing Enrollment



PTO buyback

(\$1,531.84)
Your Cost per pay period

PLAN PTO Buyback Program / Nemours / [View plan details](#)

COVERAGE

The per pay period cost displayed for this election is a one time refund that will appear on your November 24th paycheck.

[View your answer\(s\) to question\(s\).](#) >

✔ Completed

[I don't want this benefit \(waive\)](#)

[View Plan Options](#)

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Your Semi-Monthly Cost
per pay period **\$1,531.84**

Finished selecting benefits? Click the button below to continue.

[Continue](#)

Not ready to complete your benefits enrollment? No problem, just click the button below to save your progress and return later. Be sure to log back in later before the deadline, otherwise your enrollment will not be completed and benefit elections will not be put into effect.

[Save and Finish Later](#)

Review the confirmation screen to make sure everything looks correct. Ignore the language that says this cost is “Per Pay Period.” It is not. It is a one-time amount that will be paid out on the November 24th pay slip.

Please make sure to click the checkbox below that says “I agree, and I’m finished with my enrollment.”

If you miss this step, your election will not be saved. The language in this bottom section is related to your regular Nemours benefits. There was not an option to have different language for this window.

Review and Confirm



Please Review All of Your Selections

Once you have completed your review, click the “Complete Enrollment” button at the right side of the page.

Your Total Cost **-\$1,531.84**
Per Pay Period

Your total cost
(pending approval) ⓘ **-\$1,531.84**
Per Pay Period



PTO buyback

Your cost per pay period **(\$1,531.84)**

PTO Buyback Program Nemours

Coverage: Hours Sold: 50

Edit Selection

Cost Details (per pay period)

Employer Contribution	\$0.00
Your Semi-Monthly Cost	(\$1,531.84)

Once You've Reviewed All Your Selections:

I hereby acknowledge I have read the statements contained herein, or they have been read to me, and the statements are true and complete to the best of my knowledge. I understand any misrepresentation or omission contained herein may be used to reduce or deny a claim or void the contract if such misrepresentation or omission affects acceptance of the risk. I hereby enroll for benefits for which I am presently eligible, or for which I may become eligible, under my employer's group contract(s). If any deductions for the coverages listed above are required, I authorize such deductions from my earnings and I understand that any premiums will be automatically deducted from my paycheck on a pre-tax basis (if eligible) unless I submit a declination election within my enrollment period.

I certify that the dependents listed satisfy the eligibility criteria for group benefit coverage. I know that I am responsible for removing any enrolled dependent immediately when that person becomes ineligible, and that I may be required to provide proof of my dependents eligibility. I also certify that my response to the spousal surcharge statement, if applicable, is true.

For any HSA enrollments or election changes, please allow 2 to 3 pay cycles before deductions are taken from your paycheck

Please only click the “Complete Enrollment” once. It may take several seconds to save your elections.

☐ I agree, and I'm finished with my enrollment

- 1 Your Info
 - 2 Your Benefits
 - 3 Enroll
 - 4 Complete
- Review and Confirm



Complete Enrollment


Confirmation screen. The language here again is for your regular benefits. **The confirmation statement is not for PTO but for your regular benefits. You will get a separate email from bswift that confirms the number of hours and amount sold depending on when you complete your election. Emails are sent Mondays, Wednesdays and Fridays.**

If you would like to make any changes to your regular benefits, click on [Start your Annual Enrollment](#) button below and then you can make updates for 2024.

Please note that if you are in the SAVI plan, the flexible spending accounts, or the health savings account, you must re-enroll.

Once the enrollment window closes on Oct. 31, 2023, you will not be able to make any changes to this PTO election. This will not be included in our correction window in November.


 My Benefits ▾ My Profile Library ▾  Help


**Your enrollment is complete!**


Please review your statement carefully to ensure your elections are correct and your dependents (if any) have been added to the correct plans. Please keep a copy for your records. You will need to submit a copy of your confirmation statement if you need to file an appeal.

These benefits will remain in effect until the end of this calendar year. If you experience a mid-year Qualified Life Event you have 60 days from the date of the event to initiate a Life Event. From the date you submit your elections, you have an additional 30 days to submit proof of your life event and documentation to satisfy the dependent verification process.


Your Confirmation Statement is ready

 VIEW

 EMAIL

 PRINT

Your Confirmation Statement is an overview of your new benefits and costs for your review and records.


**You still need to complete another enrollment.**

Your Ongoing Enrollment has been saved and completed, but you still have to complete your Annual Enrollment. Click on the button below to get started.

Start your Annual Enrollment


Viewing the PTO buyback in Kronos

Before the PTO Buyback is processed, look at your timecard in Kronos.










If you click the symbol  to open the bottom section, you can click the Accruals Tab and see the amount of PTO you currently have available.

In this example, this person has 281.72 hours of PTO available as of this date. Taken shows as 125 hours. Planned Takings is showing 132 hours – because this individual is planning to take 100 hours of PTO and sell it back.

**Please note that your time may show in decimals OR in hours and minutes depending on the preferences setting*

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
										
Accruals	Totals	Historical Corrections	Audits							
Accrual Code	Accrual Available Balance	Accrual Taken to Date	Accrual Planned Takings							
EXTENDED LEAVE	0.0	0.0	0.0							
PTO	281.72	125.0	132.0							
VOLUNTEER TIME OFF	8.0	0.0	0.0							
XPTO	0.0	0.0	0.0							

On the date of processing (in the example, the processing date is Friday, Dec. 2, 2023), you will see the line for “PTS – PTO Sold” appear on your timecard along with the number of hours you are selling. The line will also appear under the “Totals” tab below your timecard.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Sat 11/26									
	Sun 11/27									
	Mon 11/28									
	Tue 11/29									
	Wed 11/30									
	Thu 12/01									
	Fri 12/02					PTS-PTO Sold	100:00		100:00	100:00
	Sat 12/03									100:00
										
Totals	Accruals	Historical Corrections	Audits							
All		All								
Location	Job	Account	Pay Code	Amount	Wages					
		DE020WIL1005/1234567890/1234_DV_1/0001/-/-/-	PTS-PTO Sold	100:00	\$0.00					

To see the update in your PTO amount, select the day AFTER PTO Sold processing and select the “Accruals” Tab below.

You can see that the PTO amounts have changed. The amount of your buyback (in this example, 100 hours) has been reduced from the “Available” column and added to the “Taken” column. Since the 100 hours are no longer in the “planned” state, the amount is also gone from that column.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Thu 12/01									
+ X	Fri 12/02					PTS-PTO Sold	100.0		100.0	100.0
+ X	Sat 12/03									100.0

Day AFTER PTO Sold

Accruals	Totals	Historical Corrections	Audits
Accrual Code	Accrual Available Balance	Accrual Taken to Date	Accrual Planned Takings
EXTENDED LEAVE	0.0	0.0	0.0
PTO	190.58	225.0	32.0
VOLUNTEER TIME OFF	8.0	0.0	0.0
XPTO	0.0	0.0	0.0