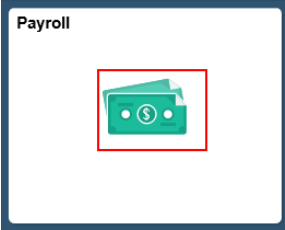
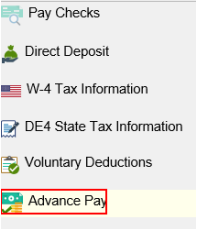
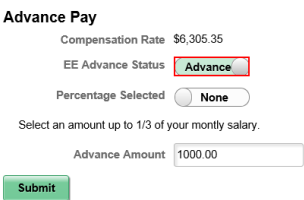
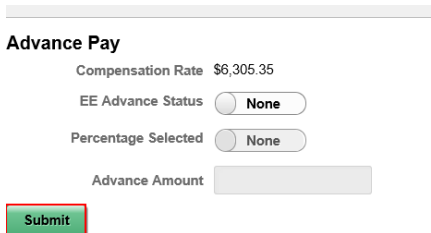
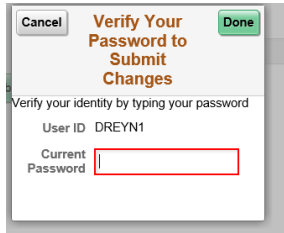

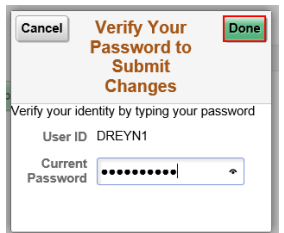




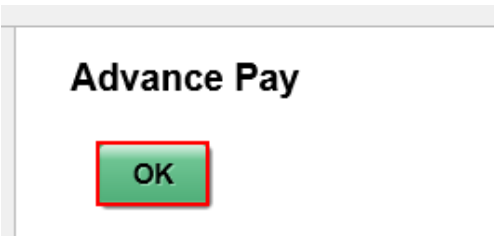

## Canceling an Advance Pay Request

Step	Action
1.	<p>Click the <b>Payroll</b> tile.</p> 
2.	<p>Click the <b>Advance Pay</b> link.</p> 
3.	<p>The <b>Advance Pay</b> page displays your current advance pay request. You have requested that \$1000 of my salary be paid as advance pay.</p> <p>For this example, you want to cancel this request. You no longer want to receive advance pay.</p>
4.	<p>To cancel an advance pay request, change the value in the <b>EE Advance Status</b> field from Advance to None.</p>
5.	<p>Click the <b>EE Advance Status</b> option.</p> 
6.	<p>Notice, the <b>Percentage Selected</b> field now displays None and the <b>Advance Amount</b> field is empty. Both fields are inactive. You cannot select or enter any values in either field.</p>



Step	Action
7.	<p>Click the <b>Submit</b> button.</p> 
8.	<p>The verification page displays requesting that you verify your identity by entering your password—the password I use to sign in to PeopleSoft—into the Current Password field.</p> <p>Remember, never share your password.</p>
9.	<p>Click in the <b>Current Password</b> field.</p> 
10.	<p>Enter the desired information into the <b>Current Password</b> field. Enter a valid value e.g. "<b>password1</b>".</p> 
11.	<p>Click the <b>Done</b> button.</p> 
12.	<p>The <b>Submit Confirmation</b> page displays. This page indicates that your advance pay information has been updated.</p> <p>This page also provided a reminder that the information you just submitted may not be reflected in your next paycheck, depending on where that check is in the pay cycle.</p>



Step	Action
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p>The <b>Advance Pay</b> page displays. The fields on this page are locked. You cannot edit them. They reflect the request you just submitted.</p> <p>You have successfully cancelled your advance pay request.</p> <p>Remember, You cannot make any further edits to your advance pay request today. If you want to change this request, You will have to wait until tomorrow.</p>
15.	Sample page
16.	<p>Click the <b>Home</b> button.</p> 
17.	<p><b>End of Procedure.</b></p>