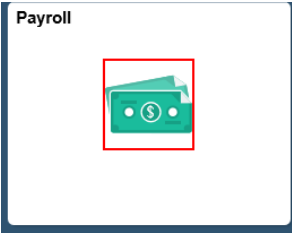
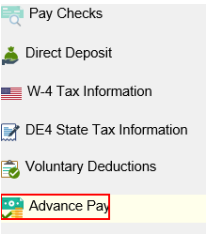
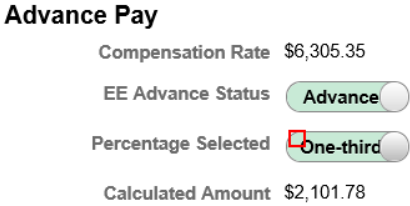




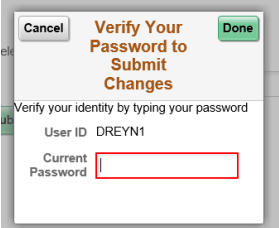
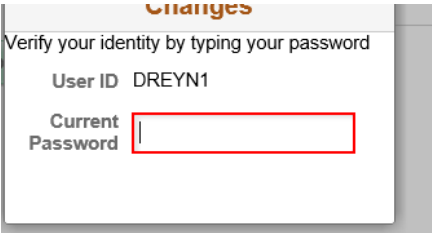
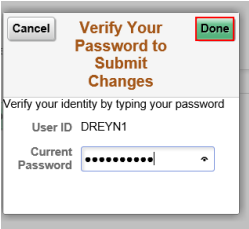

## Editing an Advance Pay Request

Step	Action
1.	<p>Click the <b>Payroll</b> button.</p> 
2.	<p>Click the <b>Advance Pay</b> link.</p> 
3.	<p>The <b>Advance Pay</b> page displays with your current request. You have requested that exactly one third of your monthly salary be taken as advance pay, \$2101.78</p> <p>For this example, you will reduce that amount to \$1000.</p> <p>Current the <b>Advance Amount</b> field is inactive. You cannot enter any value in that field. To change the amount to something less than one third of your monthly salary, you must first change the selection in the <b>Percentage Selected</b> field from One-third to None.</p>
4.	<p>Click the <b>Percentage Selected</b> option.</p> 




Step	Action
5.	<p>The <b>Advance Amount</b> field is now active and the Calculated Amount field no longer displays.</p> <p>You can now use the <b>Advance Amount</b> field to indicate how much of your monthly salary you want paid as advance pay.</p> <p>Remember you cannot request that more than one--third of your monthly salary be paid as advance pay. The system will generate an error message if you attempt to request more than one-thirds of your salary as advance pay.</p> <p>For this example, you will request that \$1000 be paid as advance pay. This is less than one-third of your monthly salary of \$6305.35.</p>
6.	<p>If you enter a value in the <b>Advance Amount</b> field that is greater than one-third of your compensation and click the <b>Submit</b> button, the field will turn red and the system will generate an error message and will not allow you to submit your request. If you receive an error message, you should adjust the amount in the <b>Advance Amount</b> field to an amount that is less than one-third of your compensation and then click the <b>Submit</b> button.</p>
7.	<p>Click in the <b>Advance Amount</b> field.</p> <p><b>Advance Pay</b></p> <p>Compensation Rate \$6,305.35</p> <p>EE Advance Status <input checked="" type="radio"/> <b>Advance</b></p> <p>Percentage Selected <input type="radio"/> <b>None</b></p> <p>Select an amount up to 1/3 of your monthly salary.</p> <p>Advance Amount <input type="text"/></p> <p><input type="button" value="Submit"/></p>
8.	<p>Enter the desired information into the <b>Advance Amount</b> field. Enter a valid value e.g. <b>"1000"</b>.</p> <p><b>Advance Pay</b></p> <p>Compensation Rate \$6,305.35</p> <p>EE Advance Status <input checked="" type="radio"/> <b>Advance</b></p> <p>Percentage Selected <input type="radio"/> <b>None</b></p> <p>Select an amount up to 1/3 of your monthly salary.</p> <p>Advance Amount <input type="text"/></p>
9.	<p>Click the <b>Submit</b> button.</p> <p><input type="button" value="Submit"/></p>
10.	<p>A verification page displays requesting that you verify your identity by entering my password—the password you use to sign in to PeopleSoft—into the <b>Current Password</b> field.</p> <p>Remember, you should not share your password with any one.</p>



Step	Action
11.	<p>Click in the <b>Current Password</b> field.</p> 
12.	<p>Enter the desired information into the <b>Current Password</b> field. Enter a valid value e.g. <b>"password1"</b>.</p> 
13.	<p>Click the <b>Done</b> button.</p> 
14.	<p>A <b>Submit Confirmation</b> page displays indicated that my advance pay information has been updated.</p> <p>This page also provides 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>
15.	<p>Click the <b>OK</b> button.</p> 



Step	Action
16.	<p>The <b>Advance Pay</b> page displays. The fields on this page are locked. You cannot edit them. They reflect the values you just submitted.</p> <p><b>Note:</b> If you were to return to the advance pay page today and wanted to edit my advance pay information, you would not be able to edit this information. The system will provide a message that indicates that I will have to wait until tomorrow to make edits to this information.</p>
17.	Sample page
18.	<p>Click the <b>Home</b> button.</p> 
19.	<p><b>End of Procedure.</b></p>