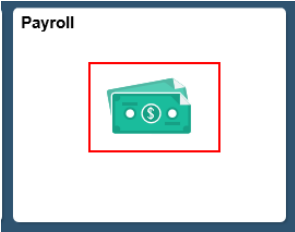
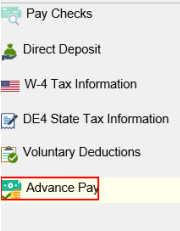





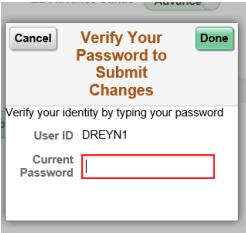

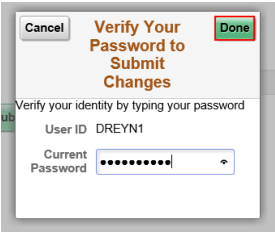
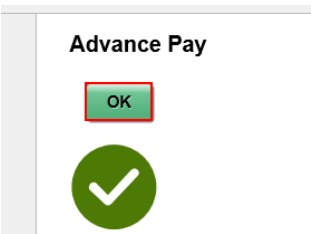
Requesting Advance Pay

Step	Action
1.	<p>Click the Payroll tile.</p> 
2.	<p>Click the Advance Pay link.</p> 
3.	<p>The Advance Pay page displays.</p> <p>The Compensation Rate field displays your current base monthly salary.</p> <p>Your can request up to one-third of this be paid as advance pay.</p> <p>Notice, the Percentage Selected field and the Advance Amount field are current inactive. You cannot select or enter any values in this fields. These fields will not become active until you use the EE Advance Status field to indicate that you want to request advance pay.</p>
4.	<p>The EE Advance Status defaults to None.</p> <p>You can use this field to request advance or to cancel an advance pay request.</p> <p>To request advance pay, click in this field to change the None to Advance.</p> <p>To cancel a request, click in the field to change the value from Advance to None.</p> <p>For this example, you will submit a request for advance pay.</p>




Step	Action
5.	<p>Click the EE Advance Status option.</p> <p>Advance Pay Compensation Rate \$6,305.35 EE Advance Status <input checked="" type="radio"/> None Percentage Selected <input type="radio"/> None Advance Amount <input type="text"/> <input type="button" value="Submit"/></p>
6.	<p>Notice, both the Percentage Selected field and the Advance Amount field are now active.</p> <p>You can use one or the other of these fields to indicate how much of your base monthly salary you want paid as advance pay. You can not select/enter values in both fields. Once you enter/select a value in one of these fields, the other field becomes inactive.</p> <p>These fields will revert to being inactive and any values you entered/select in them will be remove if you change the value selected in the EE Advance Status field from Advance to None.</p>
7.	<p>You can use the Percentage Selected field to indicate that you want one-thirds of your monthly base salary as advance pay. Your choices for this field are None (the default) or One Third.</p>
8.	<p>You can use the Advance Amount field to enter an amount up to but not greater than one-third of your base monthly salary be paid as advance pay.</p> <p>Note: the system will generate an error message if you attempt to submit an amount that id greater than one third of your base monthly salary.</p>
9.	<p>If you enter a value in the Advance Amount field that is greater than one-third of your compensation and click the Submit button, the field will turn red and the system will generate and error message and will not allow you to submit your request. If you receive an error message, you should adjust the amount in the Advance Amount field to an amount that is less than one-third of your compensation and then click the Submit button.</p>
10.	<p>For this example you will use the Percentage Selected field. In the next topic, you will use the Advance Amount field to indicate the amount you want as advance pay.</p>
11.	<p>Click the Percentage Selected option.</p> <p>Advance Pay Compensation Rate \$6,305.35 EE Advance Status <input checked="" type="radio"/> Advance Percentage Selected <input checked="" type="radio"/> None Select an amount up to 1/3 of your montly salary. Advance Amount <input type="text"/> <input type="button" value="Submit"/></p>
12.	<p>Notice the Advance Amount field is now inactive. You cannot enter a value in this field.</p> <p>Also notice that a Calculated Amount field now displays. Thee system automatically calculated the amount that is equal to one third of your salary and populated that value in this field. You cannot edit this value. This field is display only.</p>



Step	Action
13.	Click the Submit button. 
14.	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 Current Password field. Remember, you should not share your password with any one.
15.	Click in the Current Password field. 
16.	Enter the desired information into the Current Password field. Enter a valid value e.g. " password1 ". 
17.	Click the Done button. 
18.	A Submit Confirmation page displays indicated that my advance pay information has been updated. 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.
19.	Click the OK button. 



Step	Action
20.	<p>The Advance Pay page displays. The fields on this page are locked. You cannot edit them. They reflect the values You just submitted.</p> <p>Note: 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 you will have to wait until tomorrow to make edits to this information.</p>
21.	Sample page.
22.	<p>Click the Home button.</p> 
23.	<p>End of Procedure.</p>