Contra Costa County PeopleSoft Training
Employee Self Service
Quick Reference Guide

Canceling an Advance Pay Request

1. Click the **Payroll** tile on the **Employee Self Service** home page.

2. Click the **Advance Pay** link in the **Actions** panel on the **Payroll Self Service** page.

3. Click on the slider in the **EE Advance Status** field to change it from Advance to None

4. Click the **Submit** button

5. Enter your system password in the **Current Password** field

6. Click the **Done** Button

7. Click the **OK** button on the confirmation page.

Note

You cannot request more than 1/3 of your monthly salary as advance pay.