



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.

The screenshot shows the Oracle Employee Self Service interface. The top navigation bar includes 'Employee Self Service' and a search icon. The main content area is divided into three sections: 'Benefits', 'Payroll', and 'Personal Details'. The 'Payroll' section is highlighted with a red box and the number 1. Below this, the 'Payroll Self Service' page is displayed, showing a list of actions: 'Pay Checks', 'Direct Deposit', 'W-4 Tax Information', 'DE4 State Tax Information', 'Voluntary Deductions', and 'Advance Pay'. The 'Advance Pay' link is highlighted with a red box and the number 2. The 'Advance Pay' page is then shown, displaying the 'EE Advance Status' field with a slider set to 'Advance'. The slider is highlighted with a red box and the number 3. The 'Submit' button is highlighted with a red box and the number 4. A modal window titled 'Verify Your Password to Submit Changes' is shown, with the 'Current Password' field highlighted by a red box and the number 5. The 'Done' button is highlighted with a red box and the number 6. The 'Submit Confirmation' page is shown, with the 'OK' button highlighted by a red box and the number 7. A green checkmark icon is also visible on the confirmation page.

Note

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