



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

## Editing 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. Edit values for either/or both the **Percentage Selected** field or the **Advance amount**
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 illustrates the process of editing an advance pay request through the Oracle Employee Self Service interface. The interface is divided into several sections: Benefits, Payroll, and Personal Details. The Payroll section is highlighted with a red box and a red number 1. Below this, the Payroll Self Service page is shown, with the Advance Pay link in the Actions panel highlighted by a red box and a red number 2. The Advance Pay Selection page is then displayed, showing the Advance Pay section with fields for Compensation Rate, EE Advance Status, Percentage Selected, and Advance Amount. The Percentage Selected field is highlighted with a red box and a red number 3. The Submit button is highlighted with a red box and a red number 4. A modal window titled 'Verify Your Password to Submit Changes' is shown, with the Done button highlighted by a red box and a red number 6. The modal window contains fields for User ID (DREYN1) and Current Password. The Submit button in the modal is highlighted with a red box and a red number 5. The final step shows the Submit Confirmation page with the OK button highlighted by a red box and a red number 7. A green checkmark and a message confirm that the advance pay selection has been updated.

## Note

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