Contra Costa County PeopleSoft Training
Employee Self Service
Quick Reference Guide

Requesting Advance Pay

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 the slider in the **EE Advance Status** field

4. Either click the Slider in the **Percentage Selected** field

5. 0r enter an amount in the **Advance Amount** field

6. Click the **Submit** button

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

8. Click the **Done** Button

Note

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