

Create Requests

All Employees

Procurement

Add Requests Worklet to Home Page

1. From your Home Page, click the cog.



2. Click the "+" under the Optional Worklets and search for request.

Optional Worklets					
Select the optional worklets you would like to include on your Home page.					
3 items					
+	Order	*Worklet			
$\oplus \bigcirc$	₹ ▼	request	:=		
$\oplus \ominus$	A ¥	All	>		
$\oplus \bigcirc$	▲ ▲	Default Worklets	>		
		× Favorites	:=		

3. Click on the Requests Worklet.



4. Select Create Request from the Actions menu.

Actions		
	Create Request	

5. Click the dropdown next to Request Type select All and then Payroll Salary Advance Request.

Create Re	quest	
Request Type ★	× Payroll Salary Advance Request	III

- 6. Fill out all questions on the Request and click Submit.
- **7.** You will receive a Notification in your Notification inbox if your Salary Advance has been approved.

Request Process : Payroll Salary Advance Request				
1 hour(s) ago				
You will receive this advance from the Accounts Payable Office normally within business days.				
Details Request Process : Payroll Salary Advance Request				

