Add Requests Worklet to Home Page
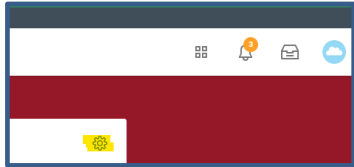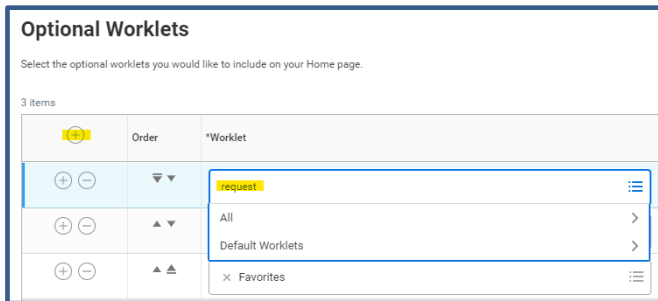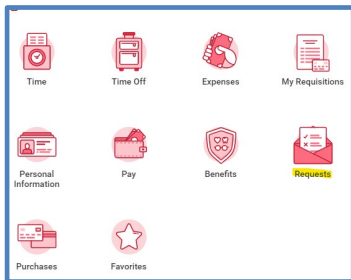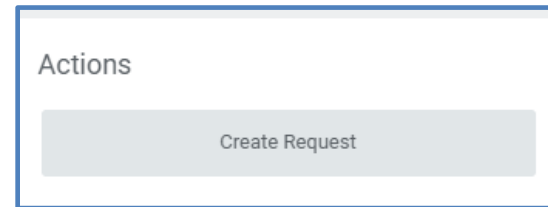
1. From your Home Page, click the cog.

2. Click the "+" under the Optional Worklets and search for request.
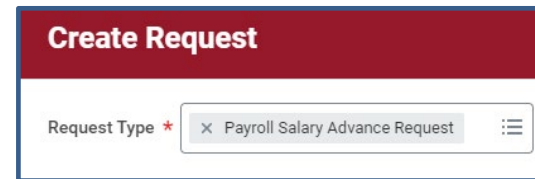
3. Click on the Requests Worklet.

4. Select Create Request from the Actions menu.

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

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.