

1. Select **Me** to display your employee functions
2. Click **Time and Absences**

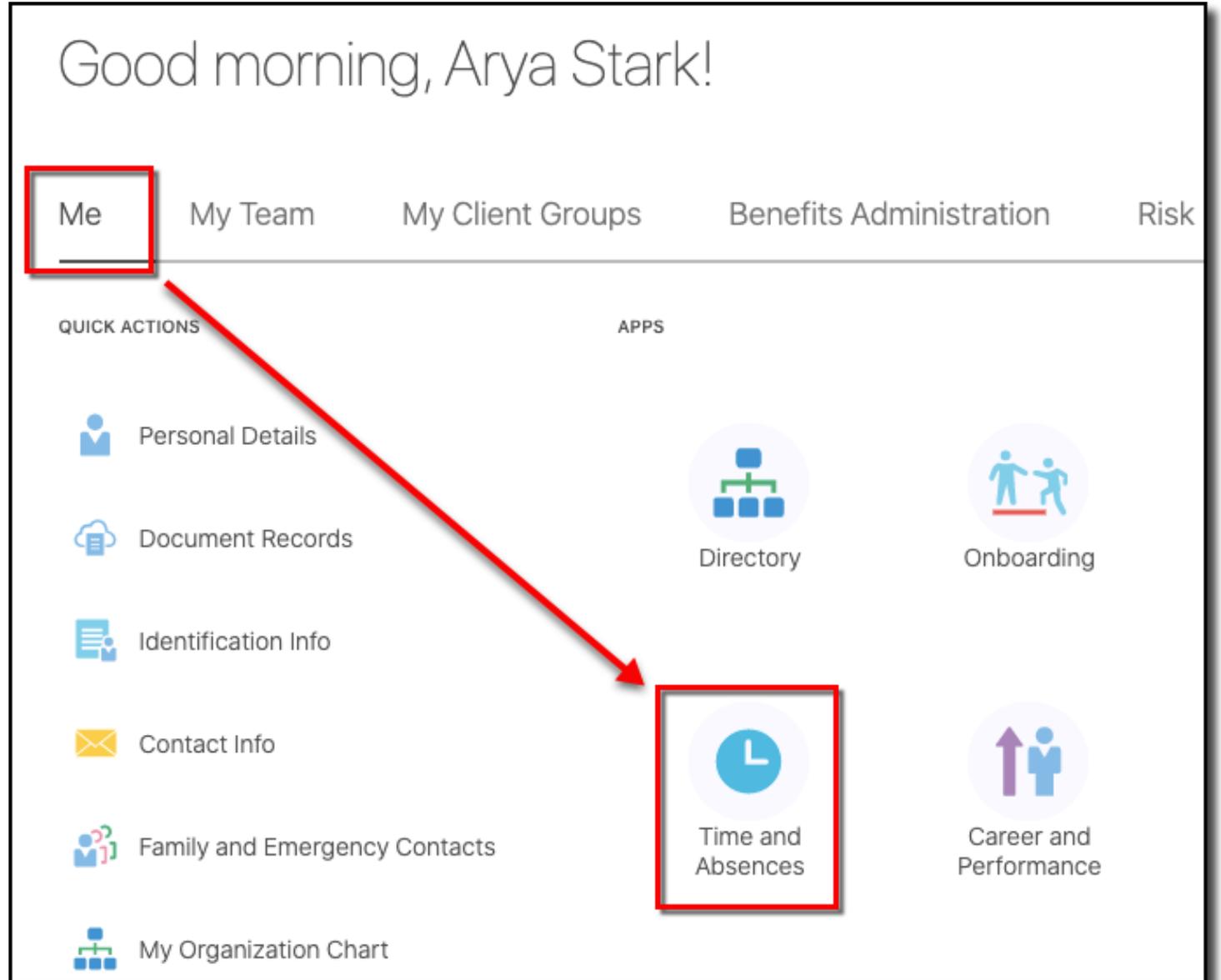
Good morning, Arya Stark!

**Me** My Team My Client Groups Benefits Administration Risk

QUICK ACTIONS APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart

Directory Onboarding Time and Absences Career and Performance

The screenshot shows the ESS user interface for Arya Stark. At the top, there is a greeting "Good morning, Arya Stark!". Below this is a navigation bar with five options: "Me", "My Team", "My Client Groups", "Benefits Administration", and "Risk". The "Me" option is highlighted with a red box. Below the navigation bar, there are two columns of options. The left column is labeled "QUICK ACTIONS" and includes "Personal Details", "Document Records", "Identification Info", "Contact Info", "Family and Emergency Contacts", and "My Organization Chart". The right column is labeled "APPS" and includes "Directory", "Onboarding", "Time and Absences", and "Career and Performance". The "Time and Absences" app icon, which features a clock face, is highlighted with a red box. A red arrow points from the "Me" menu item to the "Time and Absences" app icon.

3. Click the **Cash Disbursements** tile

AS  
Arya S Stark

<b>Current Time Card</b> Open your current time card.	<b>Existing Time Cards</b> Access all of your time cards.	<b>Request Time Change</b> Send a request to change your worked time.
<b>Add Absence</b> Request an absence and submit for approval	<b>Absence Balance</b> Review current plan balances and absences taken or requested	<b>Existing Absences</b> View, change or withdraw existing absence requests
<b>Cash Disbursements</b> Sell a portion of your plan balance.	<b>Donations</b> Donate a portion of your plan balance to a coworker.	<b>Calendar</b> View your shifts, absences, and public holidays.

**Note:** Cash disbursements can be used to sell back certain qualified absence hours

4. To request a cash disbursement, click **Add**

## Cash Disbursements

### Existing Disbursements

[+ Add](#)

Vacation - NonRep: 10 Hours  
12/25/2020

Approved

Vacation - NonRep: 38 Hours  
10/20/2020

Approved

5. Enter the qualified **Plan** type
6. You can change the date or accept the default of the current **date**
7. Enter a **disbursement amount** between 1 and 80 in increments of 1
8. Click **Submit**

The screenshot shows a web form titled "Request Cash Disbursement". At the top right, there are "Submit" and "Cancel" buttons. The form content is under a "Details" heading. It includes a dropdown menu for "\*Plan" with "Vacation - NonRep" selected, a date field for "\*Date" with "11/3/2020", a "Balance" field showing "194.1 Hours", and a numeric input field for "\*Disbursement Amount" with "15" entered and "Hours" as a unit. A red arrow points from the "Submit" button to the "Disbursement Amount" field. Red boxes highlight the "Plan" dropdown, the "Disbursement Amount" field, and the "Submit" button.

Request Cash Disbursement

Submit Cancel

Details

\*Plan  
Vacation - NonRep

Balance  
194.1 Hours

\*Date  
11/3/2020

\*Disbursement Amount  
15 Hours  
Enter a value between 1 and 80 in increments of 1.

9. The request will display as **Awaiting Approval** until it has been received and approved by a Payroll Administrator

**End of Procedure**

Existing Disbursements		<a href="#">+ Add</a>
Vacation - NonRep: 10 Hours 12/25/2020	Approved	
Vacation - NonRep: 15 Hours 11/3/2020	Awaiting approval	
Vacation - NonRep: 38 Hours 10/20/2020	Approved	