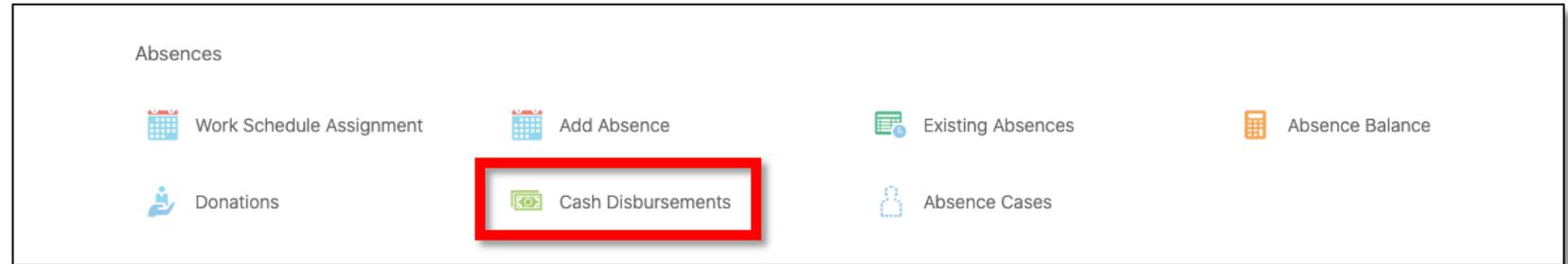


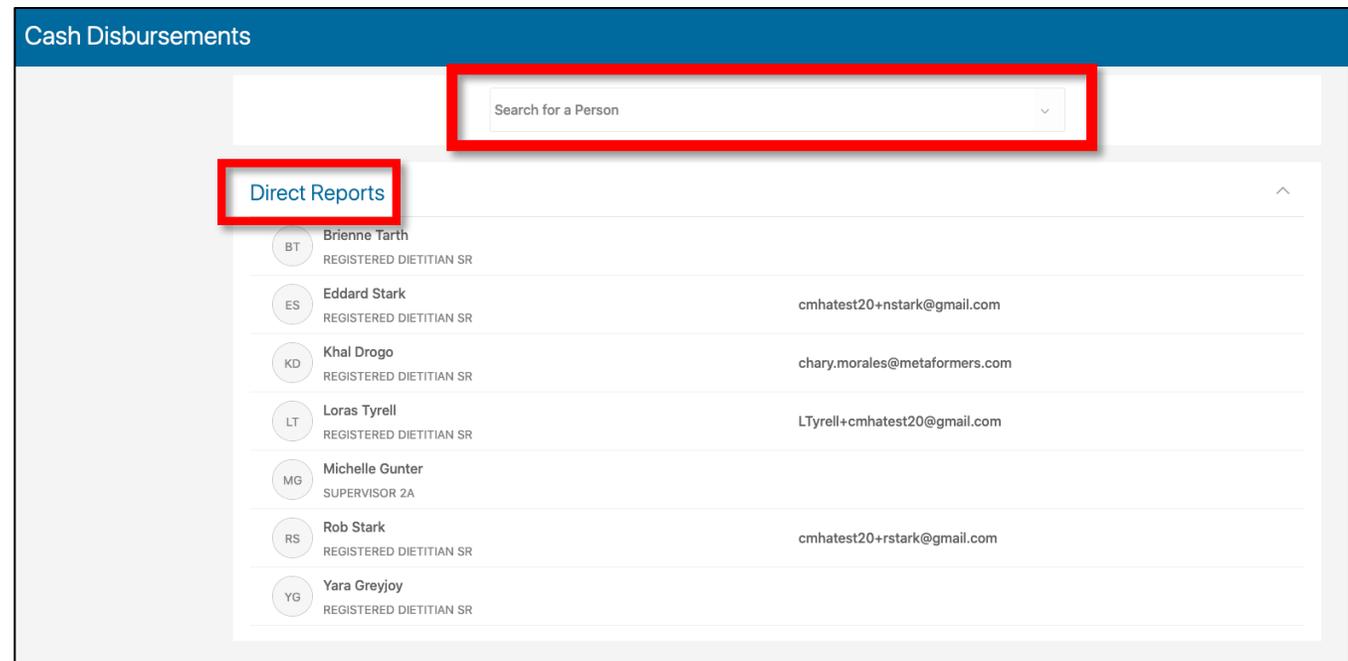
1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

The screenshot displays the Connect MSS dashboard interface. At the top left is the Connect logo. Below it, a greeting reads "Good evening, Arya Stark!". A navigation bar contains several menu items: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", "Service", and "Knowledge". The "My Team" item is highlighted with a red box. Below the navigation bar, there are two columns of quick actions and apps. The "QUICK ACTIONS" column lists: Change Manager, Seniority Dates, Transfer, Employment Contracts, Employee Summary, Promote, Employment Info, and Add Assignment. The "APPS" column contains a grid of icons for: My Team, Onboarding, Hiring, Performance Overview, Career Overview, Performance, Talent Review, Learning, Users and Roles, New Person, Workforce Compensation, Workforce Modeling, Workforce Predictions, and Personal Brand. A red arrow points from the "My Team" menu item down to a "Show More" button, which is also highlighted with a red box.

3. Scroll down the page until you see the **Absences** section and select the **Cash Disbursements** task.



4. Next, click on the employee for which you want to view Cash Disbursements, either through the **Direct Reports** section or by using the **search box**.

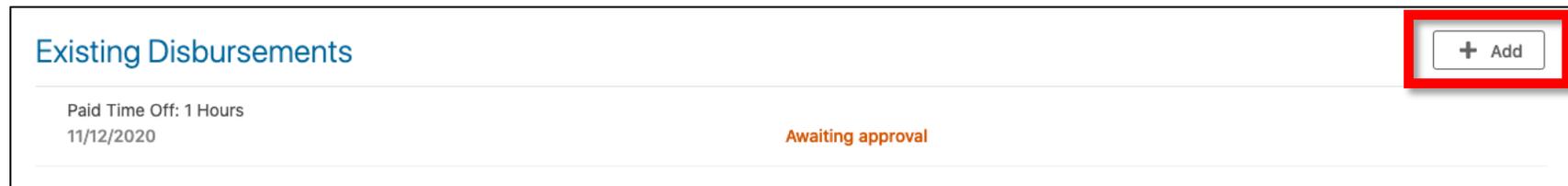


5. On the **Cash Disbursements** page, you will see a list of cash disbursements for the selected employee.

6. To add a cash disbursement, use the **Add** button.

**Note:** The **Existing Disbursements** tiles will show the plan name, duration, date of the transaction, as well as the status of the request.

**End of Procedure**

A screenshot of a web interface titled 'Existing Disbursements'. The title is in blue text. In the top right corner, there is a button with a plus sign and the text '+ Add', which is highlighted with a red rectangular border. Below the title, there is a list item showing 'Paid Time Off: 1 Hours' and '11/12/2020' on the left, and 'Awaiting approval' in orange text on the right.

Existing Disbursements

Paid Time Off: 1 Hours  
11/12/2020

Awaiting approval

+ Add