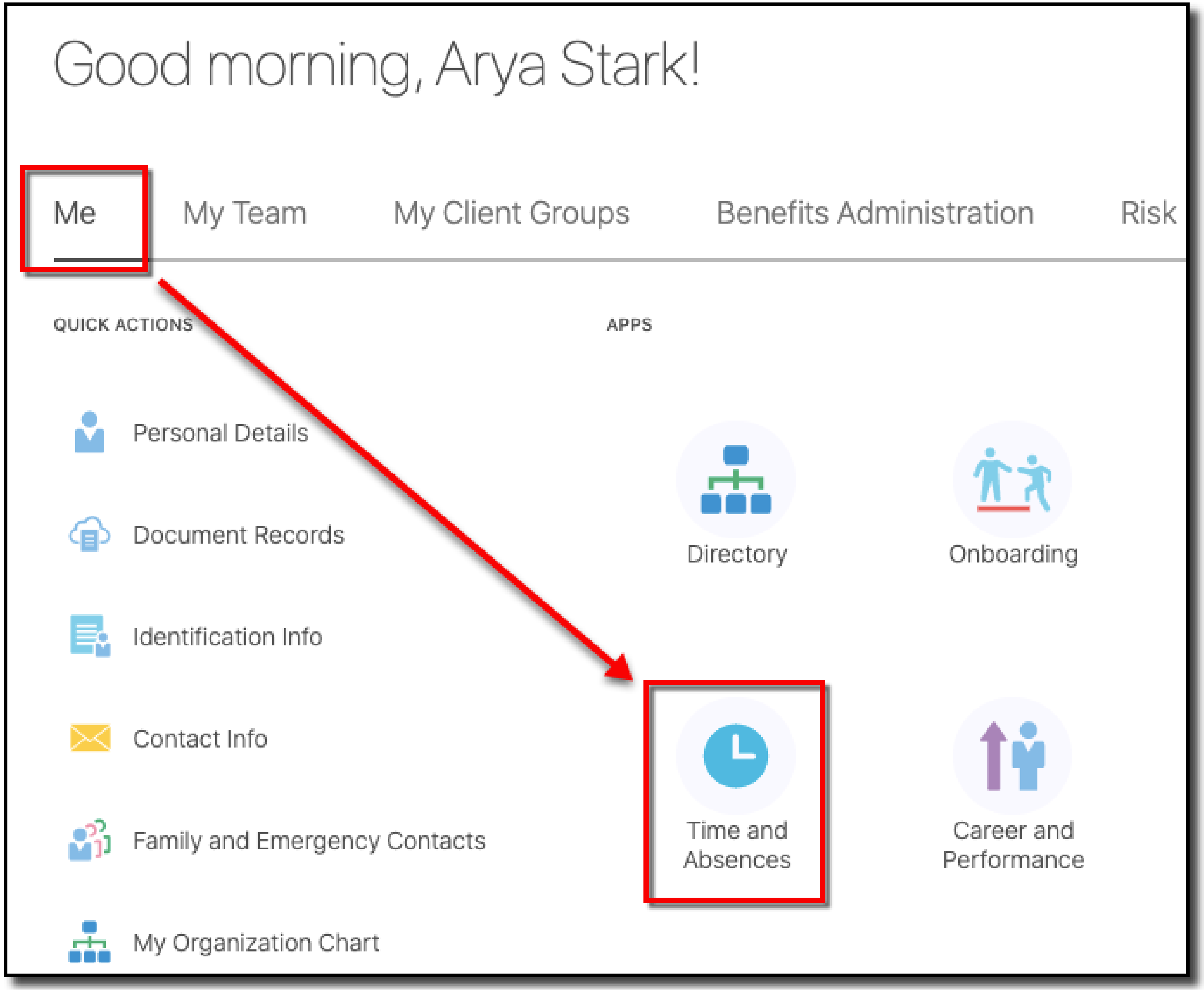
# ESS – Requesting a Cash Disbursement

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



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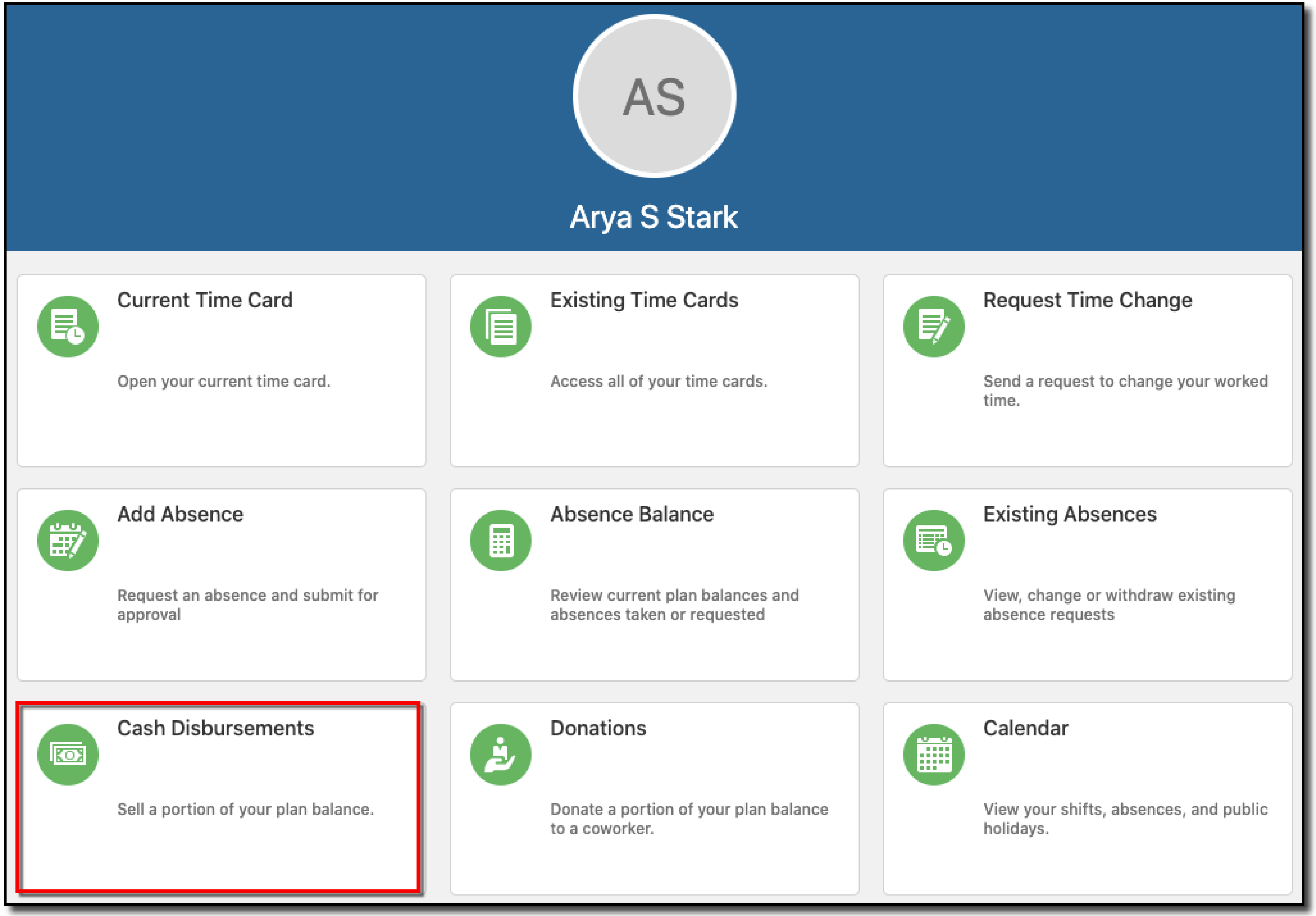
3. Click the **Cash Disbursements** tile



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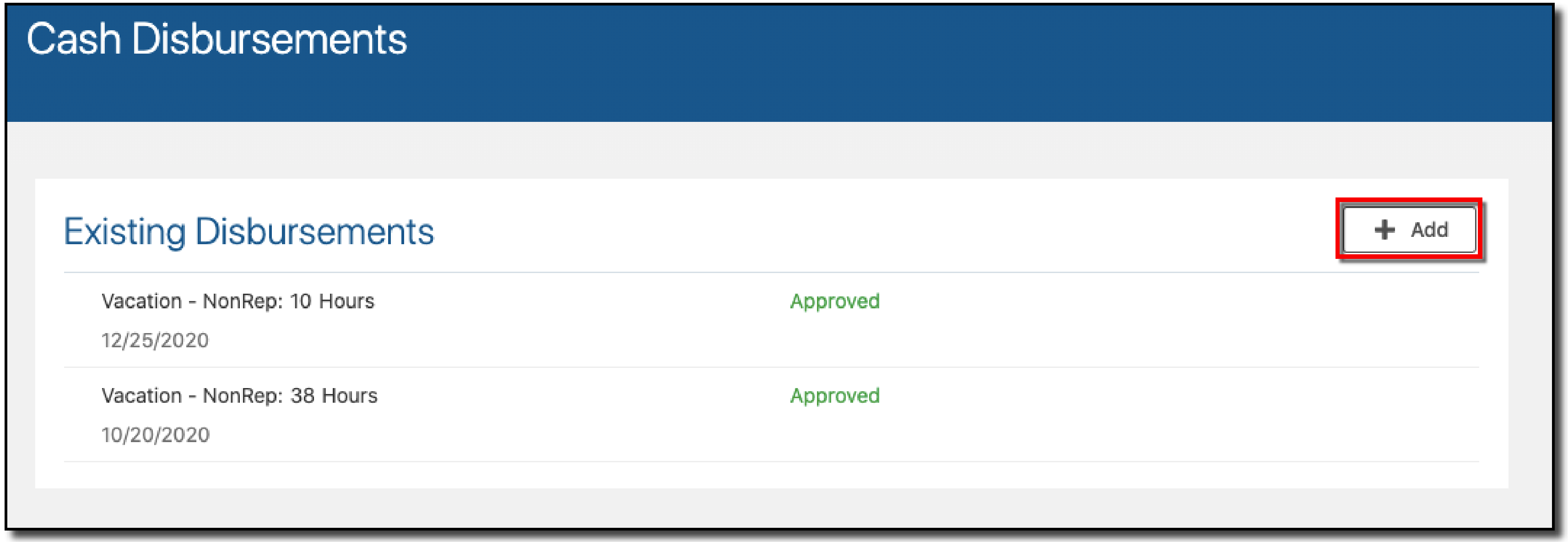
**Note**: Cash disbursements can be used to sell back certain qualified absence hours




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

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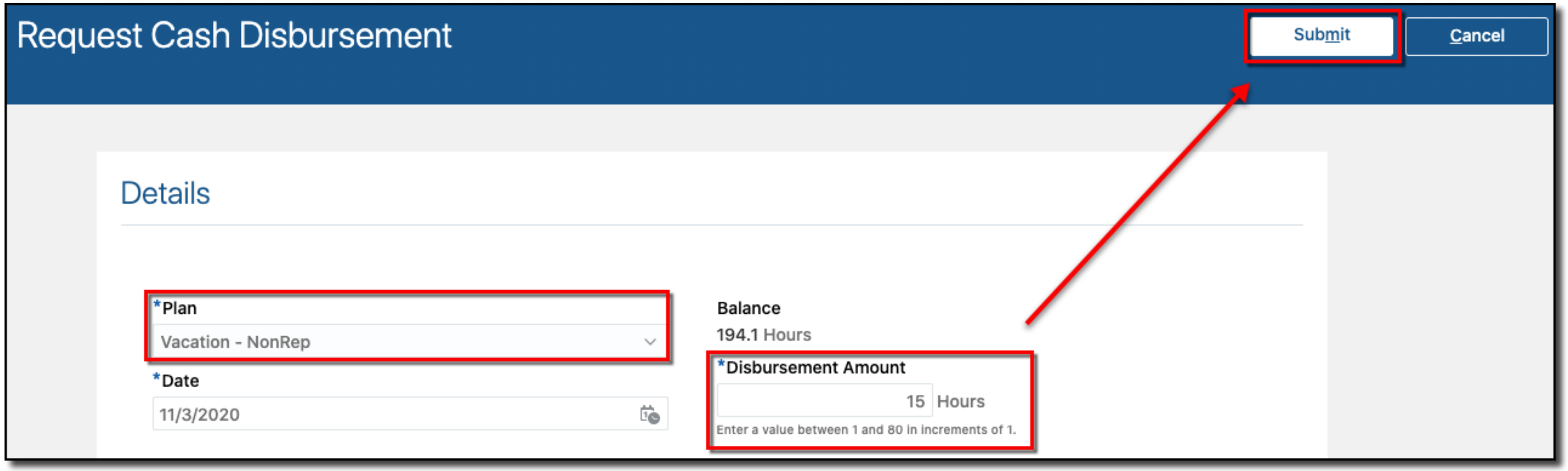
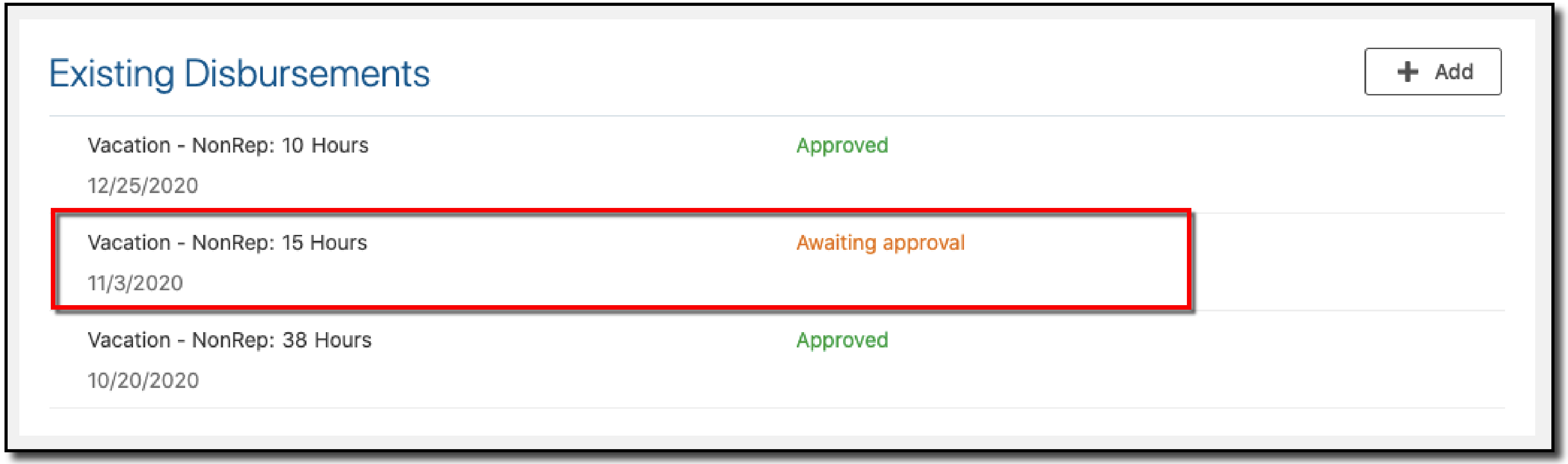
5. Enter the qualified **Plan** type
6. You can change the date or accept the default of the current **date**
7. Enter a **disbursement amount** between 1 and 80 in increments of 1
8. Click **Submit**



# ESS – Requesting a Cash Disbursement

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




**End of Procedure**