1. Select **My Team** to display your manager functions.

2. Click the **Show More** button.

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

Absences

| | Work Schedule Assignment | | Add Absence | | Existing Absences | | Absence Balance |
| | Donations | | Cash Disbursements | | Absence Cases | | |
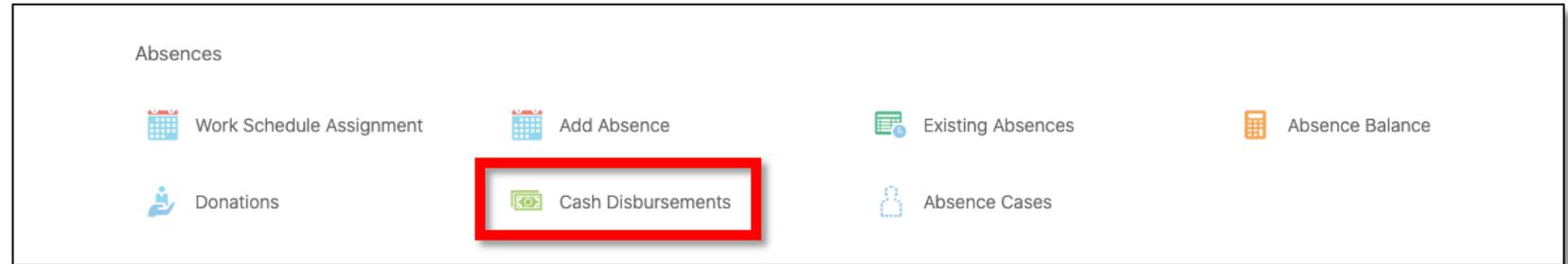
4. Next, click on the employee for which you want to view Cash Disbursements, either through the **Direct Reports** section or by using the **search box.**

Cash Disbursements

Search for a Person

Direct Reports

| BT | **Brienne Tarth** REGISTERED DIETITIAN SR | |
ES	**Eddard Stark** REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	**Khal Drogo** REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	**Loras Tyrell** REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
MG	**Michelle Gunter** SUPERVISOR 2A	
RS	**Rob Stark** REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	**Yara Greyjoy** REGISTERED DIETITIAN SR	

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
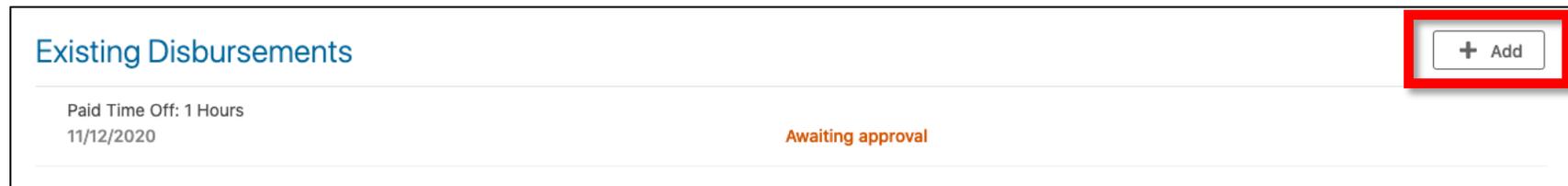
Existing Disbursements

+ Add

Paid Time Off: 1 Hours
11/12/2020

Awaiting approval