

# Create Request: CCA Sick Bank Donation/Request or Payroll Advance Request

Last updated April 20, 2020

In an effort to improve and streamline processes, we've transitioned the process to request hours from CCA's sick bank or to donate hours to CCA's sick bank as a business process in Workday.

Similarly, you may also request for a payroll advance in Workday, covered by nearly the same set of steps.

## Create Request Steps

- 1) Start the **Create Request** task (you may also initiate this from the Workday search bar).
- 2) Select one of the available requests types from the dropdown:

- Payroll Advance
- Sick Leave Bank - DONATE Hours
- Sick Leave Bank - REQUEST Hours

Then click **OK**.

**3)** On the next screen, read all instructions carefully, then fill out all required form fields. When you're ready, click **Submit**.

**4)** Your submitted request will go through the approval chain.

**5)** After your request is submitted, you can review the status using the **My Requests** report.

- You can contact Human Resources at [hr@cca.edu](mailto:hr@cca.edu) with any questions after submitting your request.