REQUEST AN ADVANCE

1) Click EMPLOYEE ADVANCE.
2) Select Approval Path (it is likely you will see only one path).
3) Choose appropriate Payee. If you are an Administrative Initiator, you will be able to see the names of other individuals for whom you can prepare a request.
4) Select the appropriate “remit to” destination. If you have direct deposit (ACH) that will be your only choice. Enter new address information if necessary, or preferred destination for checks.
5) Enter travel begin and end dates (click on the icon to select dates from a calendar)
6) Enter a detailed description.
7) Enter the Fund and Org. (All advances are expensed to a holding account until they are reconciled.)
8) Enter the Total Amount for Advance.
9) Enter the amount to be sent directly to you and/or the amount to be credited to the American Express card.
10) Click here to preview your request before submitting it. (To save your request for submission at a later time, click SAVE.)
    a) In the PREVIEW & SUBMIT screen, review the information you have entered. (Click BACK if you wish to edit any.)
11) Click here to attach your supporting documentation. (Skip this if mailing them to AP; see Step 12):
    a) Click the yellow folder icon, and select the appropriate file.
    b) Click Open to attach the file
    c) Enter a brief description of the documentation here.
12) Click SUBMIT when satisfied that request details are complete.
13) Click OK to confirm.
    a) Use this transaction ID when tracking your request.
14) **Do this only when mailing documentation to AP**: Click PRINT to print the REQUEST BAR CODE and details of your request. Attach this to your supporting documentation and give them to your Approver. Send all to AP upon approval.

Click here to return to the NYU Workflow Administrative Services portal.

For technical help:
Contact ITS Client Services (CS) at 212-998-3333 (press 1 when prompted) or email its.AdminHelp@nyu.edu.

For help on AP transactions
Email APworkflow@nyu.edu or call 212-998-2990