

Entering Payment Requests: Submitting Your Request

<p>1. Click on the Submit button located to your left on the taskbar.</p>	
<p>2. If paying a UAB employee, a message will appear stating that the funds will be deposited into the employee's bank account. Click on the OK button.</p> <p>Note: Skip this step if you are not paying an employee.</p>	
<p>3. The system will provide a message stating that you cannot edit the request after submission. Click on the Yes button.</p>	
<p>4. A confirmation will appear stating that the request has been submitted for approval successfully. Click on the OK button.</p>	