



# ReadyPay Today in Employee Self Service and the Proliant Mobile App

## Introduction

The ReadyPay Today service allows you to have early access to your earned wages. Any money that is withdrawn early will be subtracted from your next check.

You can enroll and withdraw funds from either Employee Self Service, or the Proliant mobile app. The Proliant Mobile App is available on [Google Play](#) and the [Apple App Store](#). You can also access Employee Self Service on any device via the web at <https://www.readypayonline.com/>.

You will need to enroll in ReadyPay Today using either a debit card or a pay card.

## ReadyPay Today in Employee Self Service

Login to Employee Self Service, and click the ReadyPay Today tab at the top of the page.

If you are not already enrolled, click the **Enroll in ReadyPay Today** button.

Home ReadyPay Today My Info My Time

### ReadyPay Today

ReadyPay Today allows you to take 75% of your net pay before regularly scheduled payday.  
You may request these funds 5 times per pay period.

[Enroll in ReadyPay™ Today](#)

Enter the below information from either a debit card, or a pay card provided by your employer. Then, click **Enroll**.

Home ReadyPay Today My Info My Time

### ReadyPay Today

ReadyPay Today allows you to take 75% of your net pay before regularly scheduled payday.  
You may request these funds 5 times per pay period.

Name on Card

Debit Card Number

Expiration Date CVV Zip Code  
Month  Year

[Enroll](#) [Cancel](#)

After enrolling, you will be able to view the amount you have available to withdraw. You can also see the history of any amounts requested.

To withdraw an amount, click **Request Money**.

✓ **Expert Tip:**

You can cancel your enrollment at any time by clicking the Cancel Enrollment button.

The screenshot shows the 'ReadyPay Today' dashboard. At the top, there are navigation tabs: Home, ReadyPay Today, My Info, My Time, My Performance, and My Training. Below the tabs, the 'ReadyPay Today' section displays an available amount of \$150.00 and a 'Request Money' button. A note states: 'Amount available is 50% of current net pay. Maximum pay period limit is \$1,000.00. Maximum daily limit is \$250.00. You have 9 advances remaining.' Below this is the 'ReadyPay Today Request History' table.

Date Requested	Status	Details	Date Processed	Amount	Fee
Mar 4, 2020	COMPLETED	The transfer request is Completed, and the funds have been deposited to the recipient.	Mar 4, 2020	\$99.50	\$0.50

At the bottom of the table, there are navigation controls: 'K < 1 > X 10 Rows' and 'Found 1 records | 1 pages'. A 'Cancel Enrollment' button is located at the bottom left of the dashboard.

Enter the desired amount, confirm the details, then click **Transfer**.

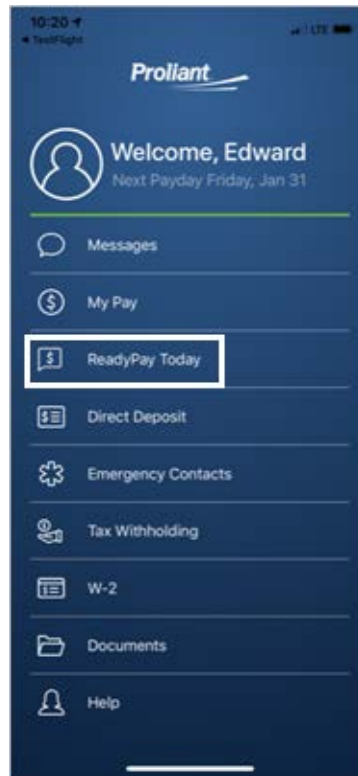
✓ **Expert Tip:**

Your employer may limit the amount that can be withdraw per day or per pay period. There may also be a limit to the total number of requests that can be made in a pay period.

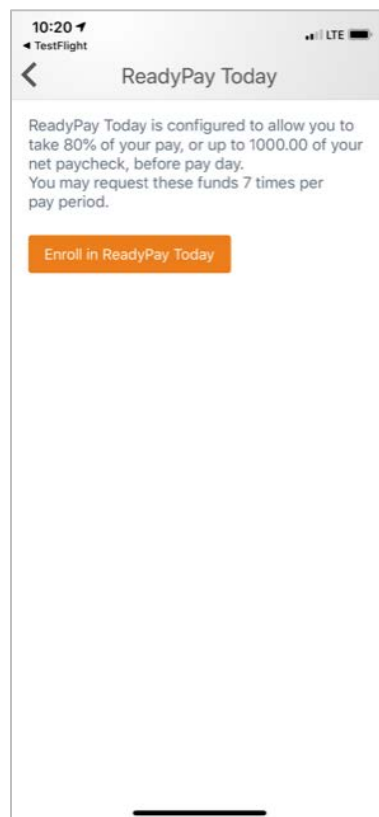
The 'Request Money' modal dialog is shown. It has a title bar with a close button (X). The main content includes: 'Enter Amount - Max \$373.83' with a text input field containing '\$100.00'; 'Remaining balance: \$273.83'; a section with a blurred header, '\$0.50 Fee' with a green checkmark icon, and 'Availability: Immediate'; and a note: 'There are 5 of 5 advances remaining this pay period.' At the bottom, there are two buttons: 'Transfer \$99.50' (orange) and 'Cancel' (blue).

## ReadyPay Today in the Proliant Mobile App

You are also able to enroll and request funds using the Proliant Mobile app. After downloading the app, log in, and click ReadyPay Today.



Click the **Enroll in ReadyPay Today** button and enter your debit or pay card information.



After enrolling, you can request money and view transaction history in the app.

