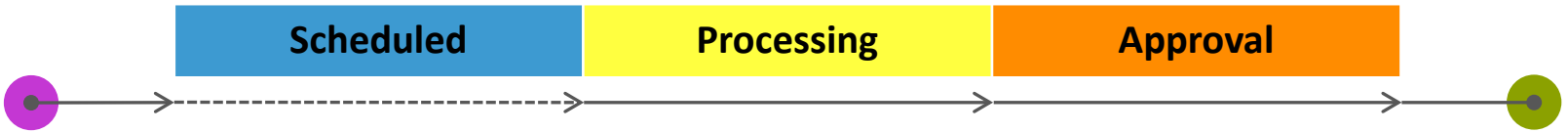

Request Received

If your request relates to the current or next pay period, it will be completed within 10 business days. Otherwise if your request relates to a future pay period, it will be scheduled closer to the requested action date.

Your request is being processed.

Your request is being validated and approved.

Request Completed

If your request involves a payment and is approved prior to cut-off, it will be paid in your next pay cycle.