

PAYROLL ADVANCE

An employee can receive advance payment of wages **only in a bona fide emergency situation** and with approval of their Appointing Authority and the Payroll Manager or Payroll Supervisor.

**** Approved Requests must be received by the Payroll deadline. ****

An approved request for a payroll advance will not be processed after the pay period end date. This means no advance will be given between the window of the Wednesday pay period ending date and the following Friday pay date for hours worked that pay period. Contact HR-Payroll if you have any questions about this deadline.

Requests for a payroll advance will not be approved in consecutive pay periods for the same employee.

A payroll advance cannot exceed 75% of the unpaid wages actually earned at the time of the request. Payroll will also review the request to make sure all required benefit and legal deductions are met.

REQUEST FOR PAYROLL ADVANCE

Employee Name _____	Employee # _____
Department _____	
Date of Request _____	Amount Requested \$ _____

Explanation _____

MAXIMUM SALARY ADVANCE COMPUTATION

\$	X	= \$	X	.75	= \$
Hourly Pay Rate	Actual hours worked to date	Total Wages Earned to Date	Maximum Percent Allowed	Maximum Advance Allowed	

I authorize the employee named above to receive this payroll advance.

Appointing Authority Signature _____
Date

FOR HR-Payroll USE ONLY:		<input type="radio"/> Approved	<input type="radio"/> Denied
Payroll Manager or Payroll Supervisor Signature _____	Date _____		
Reason For Denial: _____			
Payroll Deduction Code = REIMB	Approved Amount \$ _____		
Advance deducted from Pay Check Dated: _____ <div style="text-align: center; font-size: small;">mm/dd/yyyy</div>			