

SALARY ADVANCE REQUEST



Date: _____ Employee: _____ Employee #: _____

A salary advance may be made to employees based on the following criteria: 1) advances shall not exceed 75% of the employee's net pay (based on time already worked in the current payroll period); 2) employees who will be on travel status during their normally scheduled payday may request an advance; 3) an employee may request **one advance per quarter** for other personal reasons (additional advance allowed if death or serious illness in immediate family); and 4) all advances will be deducted from the employee's next available paycheck.

HOURS ALREADY WORKED IN THE CURRENT PAYROLL PERIOD (PP#: _____)

	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT
HOURS WORKED															
LEAVE TAKEN															

Reason for request: _____

AMOUNT REQUESTED: _____ % (maximum of 75% - see above)

1999-00-1200 \$_____ fixed dollar amount, not to exceed 75% figure

I/we do hereby certify that the above information is correct to the best of my/our knowledge and the employee has not received a previous advance in the current calendar quarter.

Employee Signature Date

Supervisor Date

FOR PAYROLL DEPARTMENT USE ONLY:

TOTAL HOURS _____ @ \$ _____ = Gross Pay \$ _____
 LESS: DEDUCTIONS \$ _____
 NET PAY AVAILABLE \$ _____
 75% OF NET PAY AVAILABLE \$ _____

Payroll Signature Date