



Advance Request

Employees may request one pay advance in any three (3) month period.

** Exceptions to this must be approved by supervisor and Human Resources.*

NO payroll advance will be processed past the third Wednesday of the month.

Advance checks are processed through the Office of Human Resources on Wednesdays and are distributed through the Cashier's Office. To receive a check on Wednesday, request forms need to be received by the Office of Human Resources by 12:00 p.m. Monday.

We recommend that requests be followed by a phone call to verify receipt of your request.

I, _____,

would like to request an advance* of

\$ _____

(enter the dollar figure or "maximum amount")

off of my _____ paycheck.

(enter month)

**Maximum amount cannot exceed 75% of the pay periods gross earnings to date
Please call the Office of Human Resources if you have any questions.*

Comments _____

Employee Signature

Date

Supervisor Signature (if required)

Date