



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