Salary Pay Advance Form*

Instructions

Send Form To: Human Resources Processing Center, 615 West 131st Street, Studebaker 4th Floor, Mail Code 8702.

Form must be received at least two weeks prior to the day on which the payment is requested.

Note: Employee must be active to receive a Pay Advance.

Officers may request only one Salary Pay Advance per year.*

Support Staff may request an advance for vacation pay prior to any complete pay cycle that falls within the vacation period, at least two weeks in advance of the vacation.

Employee Information

Employee ID: _____ **Empl Rec #**: _____

Last Name: _____ **First Name**: _____

Employee Type: ☐ Officer ☐ Support Staff

Employee Pay Group: ☐ M01 ☐ M03 ☐ BW1 ☐ WK1 ☐ WK2

Advance Information

Type of Advance: ☐ Vacation Beg. Vac. Date: ___ / ___ / _____   ☐ Extraordinary Circumstance

End Vac. Date: ___ / ___ / _____

Employee is Eligible to Receive only 65% of Gross Salary.

Needed By: Date: ___ / ___ / _____

Important: The pay advance is recovered in the employee's next on-cycle pay period.

Authorization for Advance

Employee Information

Employee Signature: _____ Date: ___ / ___ / _____ Email: _____

Departmental Administrator

Dept. Approver Name: _____ Date: ___ / ___ / _____ Phone: (___) ___ − _____

Department: _____ Department #: _____

For HRPC & Payroll Use Only

Earnings Code (014) Entered On: ___ / ___ / _____

Payment On: ☐ On-Cycle Date: ___ / ___ / _____ ☐ Off-Cycle Date: ___ / ___ / _____

Off-Cycle Check Delivery: ☐ Pickup at 330 ☐ Mail To: _____

Deduction Code (ADVPBK) Entered On: ___ / ___ / _____ **Payment Recovery**: ☐ On Cycle Date: ___ / ___ / _____

* In an extraordinary circumstance, this form may be used for an Officer to receive an advance on regular pay, limited to only one per year.