**REQUEST FOR** **WHITMAN COLLEGE**

# SALARY ADVANCE BUSINESS OFFICE

**1. Fill in all blank information lines.**

**2. Obtain Department Head signature below.**

3. Return this form together with a photocopy of your Time Reporting Form to Human Resources for completion and approval.

**4. Salary advance checks should be picked up in the Business Office Annex, MEM 107.**

EMPLOYEE NAME ID NUMBER

EMPLOYING DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SALARIED EMPLOYEE \_\_

 HOURLY EMPLOYEE \_\_

REQUESTS AN ADVANCE OF $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand that I am allowed only one personal salary advance each fiscal year (July-June). Hourly employees are eligible for no more than half of hours worked to date of the salary advance request; salaried employees are eligible for up to half of regular monthly gross. I also understand that this salary advance will be deducted in full from the next regular paycheck received.

EMPLOYEE SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE

DATATEL ACCOUNT # CHECK NEEDED BY

 **APPROVED**

\_\_\_ Employee Request Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Payroll Correction Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 To Be Completed by Human Resources:

 HOURLY: TOTAL HOURS TO DATE FROM PAYROLL $

 $ HOURLY RATE 1-00-00-00000-1319

 $ GROSS TO DATE Eligible for \_\_\_\_\_\_\_ hours @ $\_\_\_\_\_\_\_/hr or $

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