SAN JOSÉ STATE UNIVERSITY

SALARY ADVANCE REQUEST

HUMAN RESOURCES

Employee Support Services | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701 (fax)

Instructions: *A request for a salary advance should only be made in cases to alleviate serious and unforeseeable financial hardship on your next paycheck (up to the number of days worked in the current pay period). Please fill out the information below and submit to your manager/supervisor for consideration.*

EMPLOYEE REQUEST:

Employee Name:		Employee ID:
Department:	Division/College:	Campus Phone #:

Employee Status: (check one) ☐ **Faculty** ☐ **Staff**

REASON FOR SALARY ADVANCE

Please explain your reason for requesting a salary advance and attach documentation to support your request.

Amount of salary advance requested: **$**

REPAYMENT

A personal check must be attached to this form in order for the request for salary advance to be considered. Please attach a personal check, post-dated the day after payday, payable to San José State University.

Signature below indicates that the employee has agreed to repay the salary advance in full with a post-dated personal check attached to this request.

Employee Signature Date

REVIEW AND APPROVAL:

☐ Notification and Submittal

Comments:

☐ Reviewed for Eligibility

☐ Approved ☐ Not Approved

Manager/Supervisor Signature Date

Payroll Representative Date

Director, HR Operations Date

FOR PAYROLL USE ONLY

Pay Period:	Rate of Pay:	Time to be Paid:
	Gross Salary for Salary Advance Calculation	
	Federal Income Tax Withheld	
	State Income Tax Withheld	
	Retirement Deduction	
	O.A.S.D.I. Deduction	
	Total Miscellaneous Deductions	
	Net Salary Due Employee	