SJSU UNIVERSITY PERSONNEL SALARY ADVANCE REQUEST

Date

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 | | 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. | | |
| E | mployee Signature | Date |
| | | |
| REVIEW AND APPROVAL: | | |
| Notification and Submittal | | |
| Comments: M | anager/Supervisor Signature | Date |
| Reviewed for Eligibility | | |
| P | ayroll Representative | Date |
| Approved Not Approved | | |

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**

Director, HR Operations