

FINANCIAL POLICY AND PROCEDURE PAPER #29

**SALARY ADVANCE REQUEST
AND PAYROLL DEDUCTION FORM**

University of Wisconsin-_____

Employee's Name Printed	Employee's Social Security Number
I request a salary advance of \$_____ and authorize a payroll deduction of an equal amount to be taken from my first paycheck of this pay period. If sufficient salary, net of all mandatory deductions, is not available to repay the advance on the first check of this pay period, the maximum amount possible will be deducted for repayment and will continue to be deducted from subsequent paychecks until the salary advance is repaid. In the event that I should terminate employment with the University prior to repayment of the entire advance, I fully understand that any unpaid balance will then become immediately due and payable to the University.	
Employee's Signature	Date Signed
Employee's Departmental Accounting Code	Printed Name of Person Authorizing Salary Advance
Signature of Person Authorizing Salary Advance	Date Signed
This form is to be prepared by the Institution Payroll or Personnel Office and signed by the employe and person authorizing the advance.	