

Wesleyan University

**SALARY ADVANCE POLICY**

All Faculty and Staff may request one salary advance per calendar year for no more than one month's net earnings (not to exceed \$10,000). Students may request one cash advance per semester of \$50, upon confirmation of unpaid time in process.

Salary Advance Request forms are available online under Payroll Forms. Requests should be submitted to the Payroll Office by 9:00 AM on Tuesday in order to process a check for that Friday.

The advance will be cleared in the next available cycle based on pay frequency.

WESLEYAN UNIVERSITY  
PAYROLL OFFICE  
**SALARY ADVANCE REQUEST**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

WesID#: \_\_\_\_\_ Pay Group: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Note: One per calendar year per employee. Students are limited to \$50, but may have one per semester

Date and Amount of Payback Deduction: \_\_\_\_\_

Authorization: By signing below, I agree to pay back this advance in the next available payroll(s) depending on pay frequency or immediately upon termination.

Employee Signature: \_\_\_\_\_

**FOR PAYROLL USE ONLY:**

**Identify how advance will be processed:**

\_\_\_\_ AP Check Due Date: \_\_\_\_\_

\_\_\_\_ Payroll Payrun ID: \_\_\_\_\_

\_\_\_\_ Student Accounts

Advance updated in Aspen spreadsheet: \_\_\_\_ Initial here \_\_\_\_ Current date

Copy of salary advance form for payback processing: Payrun ID \_\_\_\_\_

**PLEASE NOTE: AP VOUCHERS SHOULD BE PUT INTO PENDING FOLDER UNTIL CHECKS ARE RELEASED ON FRIDAY THEN PROCEED TO FILE .**