Wesleyan University

SALARY ADVANCE POLICY

All Faculty and Staff may request one salary advance per calendar year for no more than one pay period net earnings. 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 payment 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: ____ Intitial 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 .