SJSU | UNIVERSITY

SALARY ADVANCE REQUEST

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:	Manager/Supervisor Signature	Date
☐ Reviewed for Eligibility		

☐ Approved ☐