



Payroll Salary Advance Request Form

TO ALL EMPLOYEES:

You may request a salary advance only in an emergency circumstances that require you to secure funds in between the semi-monthly pay dates.

Salary advances are repaid through one payroll deduction from your next paycheque immediately following issuance of the advance which is 80% of your net pay from the missed pay period.

I, _____ request an advance payment of _____
 (print employee name) (Amount)

on my wages / salary payable on the payroll date of _____.
 (Next pay date)

If this request is approved, I understand I will receive this advance normally within 7 business days.

I agree to repay this advance through one payroll deduction from my next paycheque immediately following the date in which the advance request is made.

I also agree that if I terminate employment prior to the repayment of this advance, I authorize Emily Carr University of Art + Design to deduct any unpaid advance amount from any wages / salary owed me at the time of termination of employment.

Employee Signature _____ Date _____

Colleague ID # _____

Please return the completed form to the Payroll Specialist, mfoo@ecuad.ca or nicoleliu@ecuad.ca

FINANCIAL SERVICES INTERNAL USE:	
Requested by	
Department Approval	
Payroll J/E:	
DR 10-00-000000-1105	
CR 10-00-000000-1035	