



## 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 paycheck 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 from the Accounts Payable normally within 7 business days.

I agree to repay this advance through one payroll deduction from my next paycheck 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](mailto:mfoo@ecuad.ca) or [candiceshi@ecuad.ca](mailto:candiceshi@ecuad.ca)