



SALARY ADVANCE AGREEMENT:

Date: _____

Name: _____

Empl ID #: _____

Department: _____

Pay Period End Date: _____

I have been notified by Human Resources that I will not be receiving a paycheck this pay period because the processing of my employment paperwork to add me to the payroll system is not complete. Therefore I am requesting a payroll advance in the amount of 60% of what I have earned to this point. I understand that I must present a post-dated check in the amount of the advance to the Payroll Office at the time that I receive the advance check. I also understand that should my check not clear for any reason, I authorize the Payroll Office to offset the advance against my State paycheck to recoup the monies due.

Signature

Date