

UC Davis
Accounting & Financial Services
Payroll Division

1441 Research Park Drive
Davis, CA 95618
(530) 757-8550 PH
(530) 757-8597 FX

EMPLOYEE ADVANCE CHECK REQUEST

UC Policy 380-57 states a payroll advance is a check manually prepared and issued by campus Accounting & Financial Services in payment of services rendered by an employee in a current pay period for which payment is made in advance of the employee's regularly scheduled payday. The reason provided must explain need to cover an unavoidable, bona fide financial emergency. An employee may receive no more than one payroll advance per calendar year.

Employee Name _____

Employee ID _____

Home Department _____

Total hours worked in current payroll cycle _____

Total amount requested for advance payment _____

Date of check pick up at A&FS Payroll office _____

Reason for check advance request _____

NOTE: The advance payment will be deducted from employee's next regularly scheduled payroll payment.

Name of the person authorized to approve payroll time-reporting for the department

Signature of person authorized for approval

Date

**Fax completed form to (530) 757-8597
To the attention of the Payroll Specialist for your department**