

Request For Payment

1. To request a payroll loan for an eligible employee, the department must complete the "Request for Payment" form (page 2 of this document).

Loans of 60 percent of employee's total monthly/bi-weekly rate will be issued for:

- o Change in jobs not completed in <dept.>
- o New Hire paperwork and job set up delayed

Loans are not appropriate for:

- o Pending adjustments to be paid within 48 hours
- o Terminal Vacation and Sick Leave payouts
- o Non Resident Alien employees without a TCN, SSN or ITIN – policy regarding withholding will still apply to TCN payments
- o Future pay period payments
- o Job set up but no adjustment started

2. The department will complete all required fields on the form and attach either a NESSIE or BIO DEMO screen print for the employee, a copy of the PITR/HR Transaction Checklist, and a Travel/Employee Expense Reimbursement Form. The department will leave the FOAPAL fields blank.
3. The employee or department delegate will complete the necessary information and bring the "Request for Payment" form with attachments and the Travel/Employee Expense Reimbursement Form to the Company Payroll Service Office. The employee MUST sign the Request for Payment form as authorization of a future deduction to his/her pay.

Company	Company	Company

4. A Payroll Manager will complete the FOAPAL information and approve the Travel/Employee Expense Reimbursement Form. Payroll staff will process a payroll deduction to offset the payroll loan.

Exceptions can be approved by a Payroll Manager, Assistant Director for Payroll Services, Associate Director for Payroll Operations, Executive Director for Company Payroll or the Executive Assistant Vice President for Operations.

5. Once all forms are completed and approved by the Payroll Service Office, the employee will bring the documents and a valid Company ID to the Company OBFS Cashier Office.

Company	Company	Company

6. The Company OBFS Cashier Office will:
 - o Review the form to be sure all required fields are complete and that a Travel/Employee Expense Reimbursement Form is attached.
 - o Create a check for the employee or give the employee cash.
 - o Notify the employee and the department that the payment has been processed.

Request For Payment

Payments will be approved ONLY if all information is completed on this form and a copy of the BIO or NESSIE New Hire screen and PITR/HR Transaction Checklist is attached to this form.

Employee to Receive Payment: _____

Employee UIN: _____

Employee E-mail: _____ Company Extension: _____

Department: _____

Department Contact: _____ E-mail: _____ Company Extension: _____

Employee's gross monthly/bi-weekly rate: _____

60% percent of total monthly/bi-weekly rate to be advanced: _____

Please indicate reason for delay in paperwork:

New hire _____ Hire date _____ Other _____

Explanation: _____

Employee Acceptance:

I understand that this is an advanced payment of salary or wages. I authorize that the advanced amount be deducted from future payment of salary or wages.

Employee Signature: _____
Date

Approval:

Department Head/Business Manager Date

Payroll Customer Service Office Date

Reviewed by:

Cashiers Office Date

This document is available from the <company> Web Site: