



Request for Pay Loan Form

Pay loan eligibility and full instructions are found on the job aid Requesting a Pay Loan. Unit must complete all fields, obtain the employee's signature, and upload as an attachment to the TEM expedited payment request.

Pay Loan Recipient/Employee Information:

Recipient/Employee UIN

Recipient/Employee Name

Recipient/Employee Email

Phone/Extension

Pay Information:

Reason for Delay: New Hire – Job set up late
Job Change – Entered late

Pay Period Missed

Table with 3 columns: Position, Gross salary or wages (total for pay period), Loan amount (60% of gross). Includes a Total Loan row.

Requesting Unit/Department:

I acknowledge that if the payment cannot be re-captured from the employee's future salary or wages, University Payroll & Benefits will charge my unit/department the loaned amount plus taxes or other required withholding.

Chart/Org to charge: Chart Org

Unit/Department Approver

Title

Unit/Department Name

Unit/Department Phone

Unit/Department Email

Unit/Department Signature

Employee/Pay Loan Recipient:

As a condition for receiving a payroll loan in the amount specified above, I hereby authorize University Payroll & Benefits to withhold the loan amount in full from the next payment of salary or wages.

Select Pay Loan Method: Direct Deposit: I have completed my bank account information in New Hire or My UI Info. Pay Card: I will contact University Payroll & Benefits to arrange pick up/delivery of the card.

Date

Employee Signature