Request For Payment

To request a payroll loan for an eligible employee*, the department must complete the "Request for Payment" form (page 2 of this document) and a "Request a General Encumbrance/Wire Transfer Payment" form.

*Civil Service, Academic Professional and Faculty employees

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

- New Hire paperwork and job set up delayed
- Change in jobs not completed in Banner

Loans are not appropriate for:

- Terminal Vacation and Sick Leave payouts
- Non Resident Alien employees without a TCN, SSN or ITIN – policy regarding withholding will still apply to TCN payments
- Future pay period payments
- **Extra Help and Student Employees

**Due to the length of appointment and sporadic work schedules Student workers and Extra Help employees are not eligible for pay loans

Exceptions can be approved by a Payroll Manager, Assistant Director for Payroll Services, Associate Director for Payroll Operations, Executive Director for University Payroll or the Controller.

1. Request for Payment Form (attached)

Department must have all fields completed, signed and dated by the Department Head/Business Manager and Employee. The employee MUST sign the Request for Payment form as authorization of a future deduction to his/her pay.

2. Request a General Encumbrance/Wire Transfer Payment Form

Department must complete the following fields

- Employee Name, UIN, and remittance address
- Departmental Contact Information
- Date, reason for request as identified on the “Request for Payment” form, and amount under Employee Miscellaneous Expense Reimbursement
- Signature from the Department Authorized Personnel

Leave FOAPAL fields blank.

3. Copy of the PITR/HR Transaction Checklist is required in the event:

- New Hire paperwork and Job set up delayed
- Change in jobs not completed in Banner

Revision Date: 9/21/2017
4. The employee or department delegate will complete the necessary information and bring the "Request for Payment" form with attachments and the Request General Encumbrance/Wire Transfer Payment form to the campus Payroll Service Office.

<table>
<thead>
<tr>
<th>Chicago Campus</th>
<th>Springfield Campus</th>
<th>Urbana-Champaign Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Payroll &amp; Benefits</td>
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</tr>
<tr>
<td>Service Center</td>
<td>Service Center</td>
<td>Service Center</td>
</tr>
<tr>
<td>Marshfield Building – Room 110</td>
<td>BSB 85</td>
<td>100A Henry Administration Bldg.</td>
</tr>
<tr>
<td>809 South Marshfield Avenue</td>
<td>One University Plaza</td>
<td>506 South Wright Street</td>
</tr>
<tr>
<td>Chicago, IL 60612-7205</td>
<td>Springfield, IL 62703</td>
<td>Urbana, IL 61801</td>
</tr>
<tr>
<td>Phone: 312-996-7200</td>
<td>Phone: 217-206-7144</td>
<td>Phone: 217-265-6363</td>
</tr>
</tbody>
</table>

5. A Payroll Manager or designee MUST approve and complete the FOAPAL information on the Request General Encumbrance/Wire Transfer Payment form before processing payment. Payroll staff will process a payroll deduction to offset the payroll loan.

6. Once all forms are completed and approved by University Payroll, the employee will bring the documents and a valid University ID to the campus OBFS Cashier/Bursar Office.

<table>
<thead>
<tr>
<th>Chicago Campus</th>
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<th>Urbana-Champaign Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marshfield Building - 1st Floor</td>
<td>PAC 184</td>
<td>100 Henry Administration Bldg.</td>
</tr>
<tr>
<td>809 South Marshfield Avenue</td>
<td>One University Plaza</td>
<td>506 South Wright Street</td>
</tr>
<tr>
<td>Chicago, IL 60612-7094</td>
<td>Phone: 217-206-6738</td>
<td>Urbana, IL 61801</td>
</tr>
<tr>
<td>Phone: 312-996-7094</td>
<td></td>
<td>Phone: 217-244-2920</td>
</tr>
</tbody>
</table>

7. The campus OBFS Cashier/Bursar Office will:

- Review the form to be sure all required fields are complete and that a "Request General Encumbrance/Wire Transfer Payment" form is attached.
- Create a check for the employee or give the employee cash.
- Notify the employee and the department that the payment has been processed.
Request For Payment Form

Payments will be approved ONLY if all information is completed on this form, General Encumbrance/Wire Transfer Payment Form and copy of the HR Transaction Checklist is attached to this form.

Employee to Receive Payment: ______________________________
Employee UIN: __________________________
COA: ______________ ORG: __________
Employee E-mail: ____________________________ Campus Extension: ________________
Department: ____________________________ Department CFOAP: __________
Department Contact: __________ E-mail: ____________ Campus Extension: __________
Employee’s gross monthly/bi-weekly rate: ________________________________
60% of total monthly/bi-weekly rate: ________________________________
Please indicate reason for delay in paperwork:

☐ New Hire – Job Set Up Late
☐ Job/Change – Entered Late

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:

I understand that if University Payroll is unable to collect the advanced payment, my department FOAPAL will be charged the advanced amount plus any taxes or other withholding required.

Department Head/Business Manager ____________________________ Date

Payroll Customer Service Office ____________________________ Date

Reviewed by:

Revision Date: 9/21/2017