

# UNIVERSITY OF ILLINOIS

Chicago \* Springfield \* Urbana-Champaign

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## 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

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.

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

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.

<b>Chicago Campus</b>	<b>Springfield Campus</b>	<b>Urbana-Champaign Campus</b>
Marshfield Building - 1st Floor 809 South Marshfield Avenue Phone: 312-996-7094	PAC 184 One University Plaza Phone: 217-206-6738	100 Henry Administration Bldg. 506 South Wright Street Phone: 217-244-2920

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.

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**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:

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**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:

