



**CASE**

CASE WESTERN RESERVE UNIVERSITY

Department of Human Resources

**EMERGENCY SALARY ADVANCE REQUEST**

Request Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Department \_\_\_\_\_ Campus Phone \_\_\_\_\_

Date of last advance (limit one per calendar year) \_\_\_\_\_

Reason (documentation may be required for advances over \$100)

Amount of Loan Requested \$ \_\_\_\_\_ (Maximum amount is 70 percent of gross salary earned on the number of days worked in the pay period and no more than normal net pay. Minimum request is \$50.)

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_



FOR HUMAN RESOURCES USE ONLY

Date Received \_\_\_\_\_

Approved by Compensation \_\_\_\_\_ Date \_\_\_\_\_

Amount of Advance \$ \_\_\_\_\_

Repaid from paycheck paid on: \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Payroll Employee Employee File

## Case Western Reserve University Emergency Salary Advance Procedures

1. Supervisors may request a salary advance on behalf of an employee only in emergency circumstances defined as unforeseen, unplanned and unavoidable events that require an employee to secure funds on short notice.
2. In events of extremely confidential nature, employees may request an advance directly from the Compensation office without prior consultation with the supervisor.
3. Employees are entitled to only one emergency salary advance in a calendar year.
4. The amount requested may be up to 70 percent of the time worked in the pay period and no more than the normal net pay for any pay period. The minimum request is \$50.
5. For advances of more than \$100, some documentation may be requested to confirm the reason for the advance.
6. Supervisors are to complete Emergency Salary Advance Request Form (#HR40060494) for employees who qualify for an advance. The request must be approved by the Dean or Department Head. If the employee is submitting the request directly, the employee must obtain the approval of the Compensation office of the Human Resources Department.
7. Supervisors are to submit approved forms to the Compensation office of the Human Resources Department (304 Crawford Hall) for final approval and processing.
8. Emergency salary advance will be issued within 24 hours following the receipt of the approved request.
9. The advance will be deducted from the next regular paycheck.