

Salary Advance Request Form



BAU
Bay Atlantic
University

Employee Details:

Employee Name : _____ Department : _____

Employee No : _____ Amount : _____

Details of any other extraordinary deductions: _____

Reason for advance request: _____

I apply for the abovementioned salary advance and authorize Bay Atlantic University to deduct the advance repayments from my salary as follows:

_____ 1 Pay Period _____ 2 Pay Periods _____ 3 Pay Periods _____ 4 Pay Periods

Starting with the next pay period on: _____ Amount per pay period: _____

If for any reason my employment with the University is terminated whilst there is still a balance on this advance owing, I then authorize the University to deduct the full balance from any monies due to me.

Signature: _____ Date: _____

Approved by the HR Director

(for requests under \$2,000)

Approved by the President

(for requests over \$2,000)

Date
