

Yupiit School District
P.O. Box 51190
Akiachak, AK 99551

PAY ADVANCE REQUEST FORM
Transmit this pay advance request to the
payroll department at the Business Office

By Yupiit School Board Policy:

1. A maximum of two (2) pay advances are allowed each fiscal year (July to June).
2. No pay advances two (2) days before or after a payday.
3. Pay advance request form must be received two (2) days before date of regularly scheduled check run. (Regular check run is each Wednesdays).
4. Up to one-half (1/2) of the expected net pay may be requested.
5. ALL pay advances must be deducted from the next pay one (1) or two (2) paychecks.
6. No pay advance can be processed prior to the actual beginning of employment.
7. Temporary/Substitute employees are ineligible for pay advances

Please process a pay advance for _____
Name Soc. Sec. #
_____ Vendor #
in the amount of _____ and have the check ready by _____.

Deduct this amount from my next one (1) or two (2) checks.

Supervisor _____ Date _____

Employee _____ Date _____

BUSINESS OFFICE – CHARGE TO ACCOUNT CODE 100....734

1. Pay advance approved and invoice entered _____
2. Payroll deduction entered _____
3. Pay advance disapproved and reason transmitted to employee

Business Office

Original: Payroll File
Copy: Employee