

**PERALTA COMMUNITY COLLEGE DISTRICT  
EMERGENCY SALARY ADVANCE REQUEST FORM**

Date of Request: \_\_\_\_\_

Request: I hereby request a salary advance in the amount of \$\_\_\_\_\_, which is not more than 90% of my net salary earned at the time of this request. This is an emergency\* request because: \_\_\_\_\_

\_\_\_\_\_  
\*Emergency is death in family or medical emergency

The District allows for a salary advance to be approved only once in each six month period.

Requested by: \_\_\_\_\_  
Printed name and Employee ID number

Employee's signature \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Routing:

1. Supervisor's Signature or Designee \_\_\_\_\_

2. College Site – President's Signature or Designee / District Site –  
Manager's Signature or Designee \_\_\_\_\_

3. District Payroll Office \_\_\_\_\_  
This employee has earned sufficient funds to cover this advance

4. Final action by VC of Finance \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

## **EMERGENCY SALARY ADVANCE REQUEST FORM FAQ'S**

### **Who is eligible?**

All active Peralta Community College District employees who have an emergency (i.e. death in family or medical emergency) and have not received an advance within the past six month period.

### **How is the advance calculated?**

The advance amount is calculated on the actual earnings earned at the time of the request, less taxes, retirement and other deductions. This advance cannot exceed 90% of the calculated net (take home) amount.

### **What should be attached to the request form?**

If you are an employee who is paid by a time-sheet, please attach the appropriate time sheet to the request form to show proof of hours worked.

### **When can I pick up the check?**

As soon as the request is processed and the check is available, you will be notified.

### **Where do I pick up the check?**

You must come to the District Payroll Office to pick up the advance and bring a photo ID. You must also sign a salary advance reimbursement form which states that the full advance will be deducted from your upcoming paycheck.