

**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.