

BOULDER VALLEY PUBLIC SCHOOLS
Human Resources Division
Pay Advance Request Form
Unit C, Unit D, Unit E

Purpose: In an emergency, an employee may receive an advance payment on his/her salary check against amounts actually earned by submitting a request approved by the Assistant Superintendent of Human Resources. An emergency is defined as a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.

Name _____ Contact Phone # _____

Address _____

City/State _____ Zip _____

Present Position _____ Location _____

Hours worked per day _____ Amount requested _____

Emergency _____

At my request, if approved by HRD, BVSD will advance me the amount showed above. I understand that the full amount of the advance will be deducted from my next regular paycheck.

Signature

Date

****Minimum of \$250, maximum of wages earned up to ½ of monthly pay. All advances will be made by direct deposit on Fridays of each week. Requests made after 10:00am Wednesday cut-off will be paid the following week.***

To Be Completed by HRD

Date Hired _____ Rate of Pay _____ Hrs Worked _____

Previous Advances: _____

HRD Approval _____ Date _____