



Form 3501 FR.09

Vacation or Salary Advance Request Form

Revised 5/4/2022

Date: _____
DD-MON-YYYY

Employee Information				
Name – Last, First, M.I.:				
Department:				
UPI or Employee ID #:		Phone #:		
Home Address:				
City:		State:		Zip:

Payment Notice
Payment will be processed in the same manner as employee's regular pay method.

Advance Information	
<input type="checkbox"/> Salary Advance	Date needed by:
Reason for the advance:	
	DD-MON-YYYY
<input type="checkbox"/> Vacation Advance	Total amount requested (<i>cannot exceed NET pay</i>):
Vacation Period – From:	To:
DD-MON-YYYY	DD-MON-YYYY

Signatures and Authorization	
Prepared by:	Phone:
Authorizer's Name:	Phone:
Department:	

Employee (Payee): I authorize the advance to be deducted from my payroll period immediately following the advance date. It is my intent to remain in the University employ until such time. I do not have any outstanding payroll advance.	Authorizer: I certify that I have found the information associated with this advance request in compliance with both Yale policies and procedures, and the policies of any sponsoring agencies funding these activities, and hereby authorize payment.	Exceptions: Exceptions to University policies require approval by the appropriate corporation officer or designee.
Signature:	Signature:	Signature:
Date:	Date:	Date:

Return to the Employee Service Center by fax: 203-432-5153, or hand deliver to 221 Whitney Avenue.

For more information, please refer to [Policy 3501 Payroll](#).

For Payroll Use Only	
Received by:	Date:
Approved by:	Date:

Questions? Contact employee.services@yale.edu