
 TEMPLE UNIVERSITY A Commonwealth University HUMAN RESOURCE SYSTEM	NUMBER: 1
	EFFECT 01/01/93
SECTION: III – UNIVERSITY PAYROLL	REVISED 05/27/05
CHAPTER: NON-SALARY PAYROLL EMPLOYEES	PAGE: 3.3.15

VACATION ADVANCE REQUEST FORM

FORM INSTRUCTIONS:

The fields used by the employee for this form are as follows:

1. **DEPARTMENT NAME**
Enter the department name of the employee requesting and advance vacation check.
2. **EMPLOYEE NAME** – 30 characters Alphanumeric
Enter the name of the employee requesting an advance vacation check.
3. **TUId – 9 digit Numeric**
Enter the employee's Temple University Identification Number.
4. **DATE SUBMITTED** – 6 digit Numeric
Enter the date the request was submitted to Payroll.
Format: (MM-DD-YY)
5. **VACATION DATES** – 6 digit Numeric
Enter the start date and the ending date of the vacation.
Format: (MM-DD-YY)
6. **TOTAL HOURS** - 5 digit Numeric (two digit decimal)
Hourly Employees only
Enter the total number of vacation time hours to be applied to the advance vacation check.
7. **AUTHORIZATIONS**
Obtain the appropriate printed name and authorizing signature for the center specified.

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Vacation Advance

POLICY:

All full-time employees going on vacation, who will not be present on their regularly scheduled pay date, may request a vacation pay advance from the Payroll Department.

The vacation pay advance request is to be made on an authorized Vacation Advance Form. It must be filled in completely and must have the employee's supervisor's signature.

Salary advances will be considered only for employees with a **NET PAY** in excess of \$100.00.

Requests for a vacation pay advance must be made **TWO WEEKS PRIOR** for Weekly Employees. Monthly Employees are not eligible. Request forms submitted late or without proper signature may not be processed.

Employees with Direct Deposit are **NOT** eligible for vacation advance.

PROCEDURE:

1. Employee fills out Vacation Advance Form.
2. Budget Unit head approves request.
3. Forward the Vacation Advance Form to Payroll.



TEMPLE UNIVERSITY
A Commonwealth University

Payroll Department

Carnell Hall, Tenth Floor
Philadelphia, Pennsylvania 19122

To: Dean's, Directors, and Budget Unit Heads

From: Nancy L. Hinchdiff
Director of Payroll

Date: June 24, 1997

Subject: Vacation Advance Policy Reminder

In response to the numerous calls we have received in the Payroll Department regarding requests for Vacation Advances I thought it may be beneficial to remind everyone what the University Policy is regarding these requests. Below you will find the University Policy on Vacation Advances as documented in the HRS Policy and the Procedure Manual:

Policy:

All full time weekly employees going on vacation, who will not be present on their regularly scheduled pay date, may request a vacation pay advance from the Payroll Department.

The vacation pay advance request is to be made on an authorized Vacation Advance Form. It must be filled in completely and must have employee's supervisor's signature.

Vacation Advances will be considered only for employees with NET PAY in excess of \$100.00. (Note: Employees that have a large credit union deduction which causes their net pay to be less than \$100.00 will not be processed).

Requests for a vacation pay advance must be made two weeks prior for weekly employees. Since monthly employees are entitled to enroll in direct deposit they are not eligible to receive vacation advances. Request forms submitted late or without proper signature may not be processed.

Please keep the mind, the amount of the advance is based on the amount the net pay is expected to be for the week(s) the individual is on vacation. This will be added to the net pay of the last paycheck the employee receives prior to going on vacation. Checks will be distributed on payday, they will not be released early.

If you have any questions, please feel free to call me at 1-5287. Thank you for your cooperation.

cc. Frank Annunziato
Michele Florkowski
Karen Lahvis
Tim O'Rourke
Terry Sukalski
Payroll Department