

See second page for policy and repayment information.

Draws for graduate students, academic and classified employees are limited to 60% of gross wages earned to date. Hourly students are limited to 75% of gross wages earned to date as there are no benefit deductions to cover for these employees.

EMPLOYEE

Employee Name: Last First M.I.

I request the release of \$ ID Number:

I have read and understand the university's policy on emergency payroll draws. I authorize this amount to be deducted from my future pay. Reason for pay draw request:

Empty box for reason for pay draw request.

Employee Signature Date

DEPARTMENT

Department Name: Employee Position #

- Employment Type: Classified, Temporary, Unclassified, Graduate Appointment, Academic Summer Term, Undergraduate Hourly Student

Gross monthly earnings through the date of this request: \$

Employee's Classification Title or Job Title:

Prepared by: Phone:

To be completed by employee's supervisor:

Is employee assigned fiscal duties such as custody or authority over university assets: cash or equivalents, procurement card, purchasing authorization, new vendor set up requests, or other such assets? Yes No

Approved by: Supervisor's Signature (See page 2 instructions if supervisor is unavailable to sign) Date

Printed Name of Employee's Supervisor:

CENTRAL PAYROLL USE ONLY

- Approved Disapproved*

*Reason:

Central Payroll Staff Signature Date

EMERGENCY PAYROLL DRAW POLICIES & PROCEDURES

Policy link: <http://oregonstate.edu/dept/budgets/PAYManual/PAY600.htm#62>

Release of 60% (Graduate Student, Academic and Classified) of an employee's earned gross wages prior to the employee's designated payday shall be authorized, in emergency cases, subject to approval of the Payroll Office. (75% release for Hourly Undergraduate Student as there are no benefit deductions to cover.)

REQUEST FOR EMERGENCY PAYROLL DRAW must be submitted to the Payroll Office one day prior to the date of the requested payroll draw. This form must include a written description of the emergency situation. An emergency situation shall be defined as an unusual and unforeseen event or condition that requires immediate financial attention by an employee. Emergencies include, but are not limited to, the following circumstances:

- Death in family;
- Major car repair;
- Theft of funds;
- Automobile accident (loss of vehicle use);
- Accident or sickness;
- Destruction or major damage to home;
- New employee lack of funds (maximum - one draw); or
- Moving due to transfer or promotion

The amount of the draw will be deducted from the employee's payroll check against which the draw was made. If the request is processed after a monthly payroll deadline, special repayment procedures will be necessary. Check with the Payroll Office for additional information.

PROCEDURE

Employee

1. Complete employee portion of **Request for Emergency Payroll Draw** form.
2. Indicate the amount requested and enter the reason for the request.
3. Submit the form to your departmental payroll staff person. If your draw is approved, you will receive an e-mail notification from the Payroll Office. You may pick up your draw after noon the next working day at the Payroll Window, Kerr Administration Building. You must bring two pieces of photo ID.

Department/Business Center

1. Complete department portion of Request for Emergency Payroll Draw form.
2. Complete Oregon State University Payroll Disbursement Request form.
3. If approval is recommended by the employee's supervisor, submit the forms to the Payroll Office. If the employee's supervisor is not available to sign the form, it is to be signed by the supervisor's superior or the employee designated as the employee's temporary supervisor.

Payroll

1. Review the request insuring all requirements have been met.
2. Verify pay authorization is on file.
3. Complete payroll portion of Request for Emergency Payroll Draw form and notify employee if approved.