

Emergency Payroll Advance Request

Employee Details

Employee Name:

Employee ID:

Department:

Position/Title:

Advance Details

Amount Requested:

Date of Request:

Reason for Advance:

Repayment Plan (Deduction Terms):

Authorization

Employee Signature:

Date:

Manager/Supervisor Approval:

Date:

HR/Payroll Authorization:

Date:

Important Notes

- This request is subject to company policies and management approval.
- All advances will be deducted from subsequent payrolls as per the agreed repayment plan.
- Emergency payroll advances are intended strictly for urgent and unforeseen expenses.
- Submission of this form does not guarantee approval of the advance request.
- Employees may be required to provide documentation supporting the emergency.