



# Complete And Return This Form To HR By May 1, 2017

## Academic Pay Calendar Adjustment – Academic Year 2017-18

Pay Advance Request Form for 10-Month Employees\*

Request Date \_\_\_\_\_

Employee Name: \_\_\_\_\_

NJIT ID#: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

### Promise to Repay

I hereby request that a cash advance equivalent to (check one) \_\_\_\_one pay check or \_\_\_\_ two pay checks be paid to me on July 14, 2017. I understand that this pay advance will be recouped by the university by automatic deductions from my 2017-18 Academic Year pay in twenty-two (22) equal installments beginning on August 11, 2017 and ending on June 1, 2018.

I understand that if I leave the employment of NJIT prior to this pay advance being repaid to the university in full, any outstanding amount due and owing to the university by me will become immediately payable, and constitutes a debt to the university subject to collection.

Employee Signature

Witness (Print Name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### For Administrative Use

Number of Pays requested 1 \_\_\_\_ 2 \_\_\_\_

Amount per pay (gross) \_\_\_\_\_

Total advance (gross) \_\_\_\_\_

Per Pay Recovery Amount (total advance/22) \_\_\_\_\_

Human Resources – Reviewed By

\_\_\_\_\_  
Date

Payroll - Received by

\_\_\_\_\_  
Date

**\*Note:** Faculty who already have plans to retire, effective January 1, 2018, should not use this form. Please contact the Department of Human Resources at Ext. 3140 if you wish to make arrangements for a pay advance.

Signed forms can be dropped off at HR Office – 500 Fenster Hall or can be e-mailed to [crawford@njit.edu](mailto:crawford@njit.edu)