

UCSF CAMPUS PAYROLL Rush Check Request

Employee Name	
Employee ID Number	
Date of Request	

Pay Advance

Salary advances are permitted once per calendar year, excluding the month of December. Maximum amount of the advance is 65% of earnings to date of the request less pending deductions in addition to mandatory deductions.

Time worked for pay period through date of request:

Percentage: _____ % Hours: _____ hrs

Pay Information

PERIOD END:	TITLE CODE:	DPA/FUND/PC/SUB:	RATE:	DOS:
PERIOD END:	TITLE CODE:	DPA/FUND/PC/SUB:	RATE:	DOS:
PERIOD END:	TITLE CODE:	DPA/FUND/PC/SUB:	RATE:	DOS:

Administrative Delay

This is payment for late pay or errors due to incorrect payment from a previous pay period.

Pay Information

PERIOD END:	TITLE CODE:	DPA/FUND/PC/SUB:	RATE:	DOS:	HOURS/%
PERIOD END:	TITLE CODE:	DPA/FUND/PC/SUB:	RATE:	DOS:	HOURS/%
PERIOD END:	TITLE CODE:	DPA/FUND/PC/SUB:	RATE:	DOS:	HOURS/%

Pay Disposition: Direct Deposit Produce Check (check pick-up location)

Check Pick-up Location:

Satellite Office MUG-3 MCB 425 US Mail

Check Handler: _____ Phone #: _____
(Check cannot be pick-up by requestor or approver)

Requested by:

Print Name:	Signature:
Date:	Phone Number:

Approved by:

Print Name:	Signature:
Date:	Phone Number:



University of California
San Francisco

Campus Payroll Controller's Office • BOX 0812
 1855 Folsom Street • Suite 425 • San Francisco, California • 94143-0812
 Fax 415/502-1445 • payrollprocessing@ucsf.edu