

# UCSF CAMPUS PAYROLL Rush Check Request

<b>Employee Name</b>	
<b>Employee ID Number</b>	
<b>Date of Request</b>	

**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:**

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