



THE UNIVERSITY
OF THE
WEST INDIES

Request for Salary Advance Form

INSTRUCTIONS: • Employee can only request a half (1/2) of their last net pay in advance. • Employee can only receive three (3) advances per annum. • Please return the completed form to the UWI Payroll Section.

EMPLOYEE'S INFORMATION	
Employee Name	
Employee ID#	
Department	
Position held	
Length of service	
Reason for request	
SIGNATURES	
Employee Signature	Verified & recommended for approval
Date	Date
Approval	
Payroll Manager Signature	Date