



Southern Illinois University Edwardsville
 Student Financial Aid, 2221 Rendleman
 Edwardsville, Illinois 62026-1030
 (618) 650-2563 fax: (618) 650-2566
 stuemp@siue.edu www.stuemp.siu.edu

**Student Payroll Check:
 Advance Via Short-Term Loan**

Student Name _____ Banner ID _____

Account Name _____ Account # _____

Student Signature/Date _____
 (Signature affirms statement below)

I have not received my student paycheck, have read the policy on the reverse, understand the conditions set forth, and agree to abide by said policy. Please accept this application for a short-term loan. I understand this is a loan and must be repaid in full. If my paycheck is sent to my bank through Direct Deposit, I understand that I am responsible for submitting payment to the Bursar's Office.

.....To Be Completed by Your Employer.....

Department Supervisor: Complete the information below for the payroll period in question. Report these hours as "previous hours" on the student time sheet.

Pay Period _____ From _____ To _____

Week of	Hours Worked
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

Department Signature _____

.....SFA Office Use Only.....

Total Hours _____ X hourly wage _____ = gross pay _____

Loan Account # _____ Loan amount _____

A/R exception: yes no Loan note # _____

Re: payroll error Loan due date _____

SFA Authorization/Date _____