**PAYROLL OFFICE**

**UNIVERSITY OF MICHIGAN**

G395 Wolverine Tower-Low Rise/1279

Phone: (734) 615-2000

Fax: (734) 647-3983

**September Paycheck Advance Form for First Time LEO Lecturers (new hires)**

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| **This form is optional.***Only submit this completed form if electing to receive an advance on the**entire salary due for the full month of September employment. If submitted, your next paycheck will not be provided until the next payroll process is completed**at the end of October.* |

I,

Last Name, First Name, Middle Initial (Please Print) UMID #

Employing Department Name:

as a LEO Lecturer at the University of Michigan and in accord with the UM|LEO Collective Bargaining Agreement, am requesting an advance on my September paycheck. I understand that the entireadvance will be paid automatically by the Payroll process following the schedule below. ***This form must be completed for each September paycheck*** in accord with the following schedule:

Fall 2024

1. Receive forms by Friday, 8/23/24, to be processed in weekly payroll on Thursday, 8/29/24, for payment date Friday, 8/30/24 (one business day early due to Labor Day).
2. Receive forms by Friday, 8/30/24, to be processed in weekly payroll on Thursday, 9/5/24, for payment date Monday, 9/9/24.

Fall 2025

1. Receive forms by Friday, 8/22/25, to be processed in weekly payroll on Thursday, 8/28/25, for payment date Friday, 8/29/25 (one business day early due to Labor Day).
2. Receive forms by Friday, 8/29/25, to be processed in weekly payroll on Thursday, 9/4/25, for payment date Monday, 9/8/25.

Fall 2026

1. Receive forms by Friday, 8/28/26, to be processed in weekly payroll on Thursday, 9/3/26, for payment date Friday, 9/4/26 (one business day early due to Labor Day).
2. Receive forms by Friday, 9/4/26, to be processed in weekly payroll on Thursday, 9/10/26, for payment date Monday, 9/14/26.

Fall 2027

1. Receive forms by Friday, 8/27/27, to be processed in weekly payroll on Thursday, 9/2/27, for payment date of Friday, 9/3/27 (one business day early due to Labor Day).
2. Receive forms by Friday, 9/3/27, to be processed in weekly payroll on Thursday, 9/9/27, for payment date Monday, 9/13/27.

If this form is received in the Payroll Office in accord with the above schedule, my paycheck will be direct deposited accordingly.

**Please note:** In accord with the UM|LEO Agreement, in order to be eligible for this advance payment, the Employee must hold no other current employment with the University, or previous employment record as an Employee within the past 12-months; and have all necessary paperwork with the Payroll Office to establish direct deposit to a US financial institution.

Forms may be submitted via fax at (734) 647-3983, or the following e-mail address: payroll@umich.edu. For questions regarding this payment, please call the University Payroll Office at (734) 615-2000, option 2.

LEO Lecturer Signature Date