

STAFF PERSONAL INFORMATION

Part 9:

Employee's Request for an Advance on Wages

NAME	
POSITION	

EMPLOYEE'S REQUEST FOR AN ADVANCE ON WAGES

We realise that sometimes employees may need money for unexpected or urgent expenses and hence *we may authorise an advance on your wages entirely at the manager's discretion*. This means that the company will lend you money (with no interest) against your monthly wages.

There are some considerations prior to authorising the advance and its amount which include:

- ! Absenteeism / sickness record
- ! Hours worked in the month in which the advance is requested
- ! Your reliability and dependability

Please ensure that your request is realistic and does not exceed your expected earnings for the month after income tax, NI contribution and pension deductions (for example if your expected gross wages for the month are £1000, then you should not request more than £500 advance on your wages). You should also consider that you have enough money left after deductions to live on for a month.

Please write a 'cross' or type capital 'X' (if you are completing a digital copy) in black pen where appropriate. If you make a mistake or something with the format goes wrong press and hold down the 'control' key (Ctrl) and then press the key for the letter 'Z' (undo). Please make sure you save frequently your work

Please e-mail your request for an advance on your wages to betina@bendigonursinghome.co.uk

A

PERSONAL DETAILS AND DETAILS OF THE ADVANCE REQUEST

Name in Full	
Position	

I would like to have an advance on my wages as follows:

Amount in figures	£	
Amount in words		

I agree to repay the advance payment in ONE payment deducted from my wages in the month ending		
I agree to repay the advance payment in TWO equal payments deducted from my wages in the months ending		
I agree to repay the advance payment in THREE equal payments deducted from my wages in the months ending		

Employee's Signature		Date	
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B

FOR OFFICE USE (To be completed by the Admin Assistant)

Hours already worked in current month <i>(from 15th of the preceding month to the 16th of the current month)</i>		Rate of pay per hour	£	Expected Total Gross Pay	£
A Cheque Number		Was issued from Kindcare (UK) Ltd for the amount of		£	

C

FOR OFFICE USE (To be completed by the person authorising the advance)

Amount of Advance Authorised	£	Repaid as follows:
		in ONE payment deducted from employee's wages in the month ending
		in TWO equal payments deducted from employee's wages in the months ending
		in THREE equal payments deducted from employee's wages in the months ending

D	MANAGER'S COMMENTS (if any)		
Authorised By		Date	
NOT Authorised By		Date	