

PAYROLL OFFICE
UNIVERSITY OF MICHIGAN
G395 Wolverine Tower-Low Rise/1279
Phone: (734) 615-2000
Fax: (734) 647-3983

**September Paycheck Advance Form for Graduate Student Instructors (GSIs)
and Graduate Student Staff Assistants (GSSAs)**

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 GSI/GSSA at the University of Michigan and in accord with Article X, Section A, of the UM|GEO Collective Bargaining Agreement, am requesting an advance on my September paycheck. I understand that the entire advance 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 2020

1. Receive forms by Friday 8/28/20, to be processed in weekly payroll on Thursday 9/3/20, for payment date Friday 9/4/20 (one business day early due to Labor Day). Or,
2. Receive forms by Friday 9/4/20, to be processed in weekly payroll on Thursday 9/10/20, for payment date of Monday, 9/14/20.

Fall 2021

1. Receive forms by Friday 8/27/21, to be processed in weekly payroll on Thursday 9/2/21, for payment date Friday 9/3/21 (one business day early due to Labor Day). Or,
2. Receive forms by Friday 9/3/21, to be processed in weekly payroll on Thursday 9/9/21, for payment date Monday, 9/13/21.

Fall 2022

1. Receive forms by Friday 8/26/22, to be processed in weekly payroll on Thursday 9/1/22, for payment date Friday 9/2/22 (one business day early due to Labor Day). Or,
2. Receive forms by Friday 9/2/22, to be processed in weekly payroll on Thursday 9/8/22, for payment date Monday, 9/12/22.

If this form is received in the Payroll Office in accord with the above schedule, my paycheck will be direct deposited accordingly. For Academic Year 2020-2021 only, if I have no direct deposit on file with the University Payroll Office, my entire September 2020 paycheck will be mailed to my current address on file. ***Please ensure addresses are updated in Wolverine Access before completing this form.***

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.

GSI/GSSA Signature

Date