

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 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). Or,
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). Or,
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.

By submitting this form and receiving a payroll advance for the month of September, I attest that I will begin my GSI responsibilities as scheduled, and perform all of my regular duties and responsibilities for the entire month of September. If I fail to fulfill my duties and responsibilities for the month of September, I agree that I will repay the entire amount to the University of Michigan within 30 days of September 30. I understand that if I fail to repay the entire amount within 30 days of September 30, the University may pursue disciplinary action in accord with the UM|GEO Collective Bargaining Agreement. By signing this form, I am agreeing that future wages will be subject to deductions if I fail to repay the advanced wages owed.

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

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