

Employee Pay Advance Received May 2005

As part of the transition to our payroll system: HRIS VIP, many employees were provided with a pay advance in May 2005 to accommodate a switch in pay period dates.

More information on the VIP pay advance can be found here:

[http://umanitoba.ca/admin/human\\_resources/services/hris/media/One\\_week\\_delay\\_payroll\\_method.doc](http://umanitoba.ca/admin/human_resources/services/hris/media/One_week_delay_payroll_method.doc)

The pay advance will be recovered at the time of a resignation, retirement, termination, lay-off, a change in pay cycle or when the employee goes on long term disability.

For those who wish to repay their advance, we are pleased to offer a flexible repayment method. Select from a one-time deduction up to a maximum of 52 biweekly deductions.

For further information, please contact your payroll associate:

[http://umanitoba.ca/admin/financial\\_services/media/Payroll\\_Contacts.pdf](http://umanitoba.ca/admin/financial_services/media/Payroll_Contacts.pdf)

or complete the following and fax to 204-474-7507 to start a biweekly repayment.

You can find your VIP Pay Advance amount in Employee Self Service under the My Pay screen- other links- individual outstanding-VIP pay advance. No further statements will be mailed.

VIP Advance repayment authorization

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

VIP Advance Amount: \_\_\_\_\_

# of Biweekly deduction: \_\_\_\_\_ Amount per pay period: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deduction will start on the first pay period following the receipt of this form.