

BUREAU OF COMMONWEALTH PAYROLL OPERATIONS

REQUEST FOR SALARY / WAGE ADVANCEMENT

SEE [MANAGEMENT DIRECTIVE 525.6](#)

BCPO-500 (Rev 02/2021)

*** TO BE COMPLETED BY REQUESTOR ***

Employee Name (First, MI, Last)	<input type="text"/>	Personnel No.	<input type="text"/>
Mail Address (Street or PO Box)	<input type="text"/>	Personnel Area	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
		Payroll Area	Z1/Z2/T2

Reason for Salary / Wage Advancement

Record of Hours Worked

Pay Date	<input type="text"/>	Pay Period Ending	<input type="text"/>	Hours Worked	<input type="text"/>
Select Reason	<input type="text" value="ACH Return"/>				
Comments	<input type="text"/>				

Delivery Information

Delivery Method	<input type="text" value="US Mail"/>	Contact Name	<input type="text"/>
UPS Charge Acct No.	<input type="text"/>	Billing Zip Code	<input type="text"/>
		Contact Phone Number	<input type="text"/>

NOTE: UPS Acct No. must be 6 characters with no dashes. Enter the Billing Zip Code where the UPS Account originated.

Mailing Address (If different than above)

Name	<input type="text"/>				
Street or PO Box	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
				Zip	<input type="text"/>

Requestor Information

Requestor Name	<input type="text"/>	Date Completed	<input type="text"/>
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*****Please ensure all information is completed to avoid any delays in processing your request.*****

[CLICK HERE TO SUBMIT FORM TO ra-bcpohradvances@pa.gov](mailto:ra-bcpohradvances@pa.gov)

*** TO BE COMPLETED BY BCPO PAY PROCESSING ***

Amount	<input type="text"/>	Repayment Method	<input type="text" value="4409 Deduction"/>	Replacement Check Pay Date	<input type="text"/>
BCPO Analyst	<input type="text"/>	Supervisor	<input type="text"/>	Date Authorized	<input type="text"/>
Remarks	<input type="text"/>				

*** TO BE COMPLETED BY BCPO ADVANCEMENTS AND DEDUCTION ACCOUNTING ***

Vendor No.	<input type="text"/>	SAP Doc (FB60) No.	<input type="text"/>	Posting Date	<input type="text"/>
Purpose	<input type="text" value="Advance"/>	SAP Doc (F-58) No.	<input type="text"/>	Check No.	<input type="text"/>
Reconciliation: Check No.	<input type="text"/>	Amount	<input type="text"/>	Date Closed	<input type="text"/>
				Deposit Date	<input type="text"/>