

Human Resource Certification

PAYROLL TYPE

Weekly _____

Semi-Monthly _____

Monthly _____

If applicable, contract expiration date _____

EMPLOYEE TYPE

12 Mos. _____

10 Mos. _____

Other _____

Signature of Human Resources Official

Name and Title of Human Resource Official

LENGTH OF SERVICE

Yrs. _____ Months _____

LOAN LIMIT (20% of Annual Salary)

Loan Office Approval

Approved _____ **Denied** _____

Loan Balance _____

Signature of Finance and Accounts Official

Date

Payroll Garnish _____

Executive Officer _____ Date _____

Signature of _____