

## **PAYROLL ADVANCE REQUEST**

Please, before filling in the application below, read the **INFORMATION REGARDING PROCESSING ADVANCE REQUESTS**:

- If your contract, extension or contract amendment addendum has been signed before the 5<sup>th</sup> of the current month, and provided that the correct and complete documentation is sent from the corresponding Service to the Payroll and Social Security Service, the inclusion in the payroll will be processed for that month.
- If the documentation is sent to the Payroll and Social Security Service before the 15<sup>th</sup> of the current month, an advance payment may be made, upon request, in that month and regularised the following month.
- The advance request will consist of 70% of the gross remuneration. The remaining 30% will be allocated to the payment of social security and income tax costs.
- If the documentation is sent to the Payroll and Social Security Service after the 15<sup>th</sup>, it cannot be processed in the current month and the first payroll will be received the following month.
- Once the information has been read, the application form below can be filled in and sent by e-mail to the corresponding Service, duly signed:
  - If you have an electronic ID card or digital certificate, you can fill in the form and sign it.
  - If you do not have an electronic ID card or digital certificate, you must print it, fill it in and sign it, then scan it and send it, enclosing a scanned copy of your ID card on both sides for verification, if you have not already done so.



## PAYROLL ADVANCE REQUEST

MS/MR .....

STATES:

That on ....., 20 ....., has been hired by Rey Juan Carlos University  
as.....

### REQUESTS:

That, in case it is not possible to process the entry in the payroll due to the date when the signing of the contract was formalised with the University, an advance payment of 70% of the gross remuneration be processed.

For the record, and so that the necessary formalities may be carried out, this document is hereby signed.

In Móstoles, on .....

Signed: .....

### CLAUSE ON INFORMATION TO THE APPLICANT FOR THE COLLECTION OF PERSONAL DATA IN ACCORDANCE WITH THE EUROPEAN DATA PROTECTION REGULATION

*In accordance with the provisions of current legislation on the protection of personal data, we inform you that your personal data will be incorporated into the data processing system of the Universidad Rey Juan Carlos. The purpose of the processing is to fulfil the purposes related to the development of the functions and competences of the data controller. Specifically, these purposes are related to the academic and research management competences, as well as those of the staff of the Universidad Rey Juan Carlos. The personal data collected will be kept for the time necessary for the fulfilment of the aforementioned purposes. Personal data are processed in the exercise of the public powers vested in the Rey Juan Carlos University, in application of the Organic Law on Universities. The Universidad Rey Juan Carlos will transfer the data to the public administrations that by law require to know the information for the provision of public services. Applicants may exercise the rights of access, rectification, limitation of processing, deletion, portability, and the right to challenge automated individual decisions that may affect them. To do so, a letter may be sent to the address below or an e-mail to [protecciondedatos@urjc.es](mailto:protecciondedatos@urjc.es). More information of each treatment at the Universidad Rey Juan Carlos can be found in the website.*