

## Payroll Advance Policy

Release of 60% of an employee's earned gross wages prior to the employee's designated payday shall be authorized in emergency cases, subject to approval by a Payroll Staff member. An emergency situation shall be defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee. Emergencies include, but are not limited to, the following circumstances:

- Death in the family
- Major car repair
- Theft of funds
- Automobile accident (loss of vehicle use)
- Accident or sickness
- Destruction or major damage to home
- New employee lack of funds
- Moving due to transfer or promotion

Employees are limited to one pay advance within a 12-month period of time. To request an advance an employee needs to complete a **Payroll Advance Request** form and submit to the Payroll office one day in advance of the date the check is needed.

The amount of the draw will be deducted from the employee's next paycheck or any future paycheck should the deduction not be taken as scheduled. In the event the advance is requested after payroll has processed for the month, the employee will be required to future date a reimbursement check for the advance.

Student employees are not eligible for pay advances.