

Business Operations Series—6000

**PAY ADVANCES**

**Employee:**

1. Obtains pay advance request form from **Human Resources**.
2. Completes form and submits to **Human Resources**.
  - 2.a. If employee is part-time hourly or a student submits form to supervisor for verification of hours worked.
  - 2.b. If this is a third request, employee submits memo along with pay advance form to **Human Resources**.

**Supervisor:**

1. Verifies hours worked for part-time hourly or student employee.
2. Signs form and returns to employee for submission to **Human Resources**.
  - 2.a. If hours are incorrect, communicates with employee.

**Payroll Department:**

1. Processes advance. Confirms memo attached if third request.

**Business Services:**

1. Mails advance to employee or pulls for **Human Resources** to pick up for employee.

June 25, 1985

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*Adopted College Council*

June 7, 2006

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*Revised*

February 26, 2015

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*Revised by College Executive Administration*