



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DEA-5 Payroll Advances

APPROVED: June 23, 1983
Year of last review: 2022

REVISED: January 16, 2013

AUTHORIZING BOARD POLICY: DEA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To provide guidelines and procedures for providing payroll advances to College employees.

PROCEDURE:

I. General Provisions

- A. Payroll advances are granted on earned wages and will be issued only in extraordinary circumstances such as:
 - 1. Family emergencies related to illness, accident or death.
 - 2. Administrative delay in processing a contract which causes a delay in processing the payroll check.
 - 3. Administrative delay in submitting a time sheet which causes a delay in processing the payroll check.
- B. The amount of the advance will be prorated according to the number of days worked in that payroll period.

II. Initiating the Payroll Advance

- A. The employee will fill out a *Request for Payroll Advance*. This request will be forwarded to the employee's immediate supervisor.
- B. The immediate supervisor determines whether an emergency exists, according to the guidelines defined above (I.A.). The supervisor will then approve or disapprove the request accordingly. The supervisor will retain a copy of each request made by the employees under his or her supervision. If approved, the supervisor will sign the form and attach a copy of the employee's time sheet, if applicable.
- C. The request will be sent to the Comptroller for approval. If the request is approved, the payroll department will verify the employee's earnings.
- D. The check authorization will be processed, and a check will be issued within 24 hours.