

Policy & Procedure Manual

PAYROLL ADVANCE – FD-VII-5

POLICY

An employee shall receive a Payroll Advance if there was a pay error that resulted in a net adjustment greater than \$100.00

PURPOSE

To provide funds for special circumstances.

PROCEDURE

1. A Cheque Requisition Form is to be completed by the Payroll & IT Specialist for the appropriate amount based on job code, hourly rate and hours and forward the form to the Director, Finance and Administration.
2. The Director, Finance and Administration will review the request, sign, date and forward the form for processing.
3. A manual cheque will be produced. A photocopy of the cheque will be processed through payroll by deducting the amount advanced from the employee's deposit for the applicable pay period. The missed hours as applicable will be adjusted in Attendance Enterprise by the Payroll & IT Specialist.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

