

AP 7132 - 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

Adopted College Council

June 7, 2006

Revised

February 26, 2015

Revised by College Executive Administration