

**PAYROLL ADVANCE**

An employee may request a Payroll Advance for emergency purposes up to three (3) times in a Fiscal Year (July 1 to June 30). Payroll advances are available to any employee who properly completes the Payroll Advance Request form.

The employee may request up to 50% of wages earned to the date of the request. A timesheet with hours earned to date from the last pay period is required for hourly employees and is to be attached to the Payroll Advance form. In addition, the employee must indicate the reason for the advance on the request form.

Payroll advances are issued up to ten (10) days prior to the pay date each month. Checks will only be written on Mondays and Wednesdays. The employee will be contacted by Human Resources/Payroll as soon as the check is ready to be picked up.

Employees are encouraged to use the resources of Consumer Credit Counseling for advice with budgeting or debt reduction services to avoid future financial emergencies.



**Southwestern Oregon Community College**  
Payroll Advance Request

**In accordance with Personnel Procedure #2.090, payroll advances are available for eligible employees.**

**Instructions:** Employees requesting a payroll advance must complete Box 1 and 2. Supervisors must complete Box 2. Payroll advances are issued up to ten (10) days prior to the pay date each month. Checks will only be written on Mondays and Wednesdays. The employee will be contacted by Human Resources/Payroll as soon as the check is ready to be picked up. Employees are encouraged to use the resources of Consumer Credit Counseling for advice with budgeting or debt reduction services to avoid future financial emergencies.

**Box 1: Hourly Employee request for Advance on next month's paycheck:**

_____	\$ _____
Employee Name (please print)	Amount Requested
_____	_____
Employee Signature	Today's Date
_____	
Social Security Number or ID#	

**Box 2: Reason for Advance:**

**Box 3: Verification of hours:**

\_\_\_\_\_ has accumulated \_\_\_\_\_ hours of employment since the  
Employee Name (please print)  
last working day last month (the last monthly pay period) in the position of \_\_\_\_\_.

*NOTE:* If no position is specified and the employee has more than one position, the employee's lowest pay rate will be used to calculate the amount of the advance.

_____	_____
Supervisor's Signature	Today's Date

**For Human Resources/Payroll Office use only:**

Date Received: _____	Amount Approved: _____
Date Processed: _____	Approval Signature: _____