

Department: All Stores

Last Updated: 09/02/2020

Subject: PAYROLL ADVANCES

HID#: 027

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Purpose

Develop accurate system and conditions for employee payroll advances

Responsibility

General Manager; all advances must be approved and processed by General Manager

Conditions of Employee Payroll Advances

- Advance amount may not exceed the average sum of two paychecks
- Employee may receive up to two advances in one calendar year
- Director must approve and sign off
- Employee may not receive another advance if currently in arrears
- Advance total to be paid back in 4 pay period installments

Procedure

1. Complete PAYROLL ADVANCE FORM with employee (payment terms, signatures, dates, etc.)
2. Scan and submit to [accounting@bigredf.com](mailto:accounting@bigredf.com) and [payroll@bigredf.com](mailto:payroll@bigredf.com); All checks will be issued from BigRedF Finance Department; Please allow 48 hours for approval and check issue.
3. Retain original document in employee personnel file