

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 4 Business and Fiscal Affairs
Title	AP 4180 Employee Payroll Advance
Number	AP 4180
Status	Active
Legal	CHPA Board Policy 4180
Adopted	September 15, 2016
Last Reviewed	September 15, 2016

The Executive Director will review all requests for pay advance and make the final determination for approval or declination.

The following procedures must be followed:

1. To receive an advance the employee must submit a completed Payroll Advance Agreement to the Business Services for Executive Director's approval. In the written request, the employee must provide sufficient detail so that the nature of the situation is clear. Disclosing confidential information is not required.
2. The signatures of the employee requesting the advance, the Executive Director and the Payroll Specialist are required on the Payroll Advance Agreement for processing.
3. A payroll advance check will be issued through the Business Office as soon as possible after documents are approved for processing. The check can be picked up by the employee in the Business Office or delivered through campus mail.

Last Revised September 15, 2016