

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-017

SUBJECT: Advancement in Lieu of Wages

EFFECTIVE DATE: January 1984

Policy:

Cottonwood, Inc. shall not advance money to employees against future earnings. The agency cannot be viewed as a lending institution.

If necessary, a Request for Early Pay can be submitted through the "Ask Here" tool in Paycom. Requested amounts cannot exceed the wages earned/number of hours worked in the pay period up to the date the request is made.

Staff will not be granted early pay more than twice in a calendar year.

It is expensive and difficult to process payroll checks outside the monthly payroll schedule. To help cover the additional expense, a processing fee will be charged on the 2nd approved request made in a calendar year. This fee does not apply to staff who are in their first calendar year of employment.

By submitting a Request for Early Pay, the staff person acknowledges and gives Cottonwood, Inc. permission to deduct the approved amount (and any applicable processing fees) from the next scheduled payroll.