

Payroll Advance Policy

Policy Number	500.15.02	Custodian	Finance Director
Approved Date	09/25/2026		
Effective Date	09/25/2026	Review Date	07/22/2026

1. Purpose.

WETCC understands there are monetary hardships during employment. To assist with these hardships, WETCC will provide current employees with a payroll advance twice each calendar year.

2. Persons Affected.

2.1. WETCC employees, who are not students and are not employed on a temporary basis.

3. Policy.

This policy is to ensure the following:

3.1. The college helps non-student employees who are in temporary monetary hardship by providing the employee with access to a timely, short-term payroll advance.

4. Definitions.

4.1. Finance department staff: The finance manager and the director of finance are authorized to create a payroll advance.

4.2. Payroll Advance. The advancement of compensation for a current non-student employee before the end of the current pay period.

4.3. Student Employee. An employee whose primary role is as a WETCC student. This includes students with full-time summer employment at the college.

4.4. Temporary Employee. An employee whose appointment is temporary in nature (e.g., summer- or project-only).

5. Procedures.

5.1. The employee shall complete the [Payroll Advance Form Fillable](#) and submit it to the finance department.

5.1.1. Twice each calendar year, employees may apply for a payroll advance of up to 50% of their anticipated net wage for the current pay period.

5.1.2. Employees may choose to repay the payroll advance through deductions in their next one or two scheduled paychecks.

- 5.1.3. When the employee submits the payroll advance form to the finance department for approval, a copy of the form will be sent to their supervisor.
- 5.2 The finance department staff identified above shall process the payroll advance form for approval:
- 5.2.1 Determine that the employee has not already been approved for two payroll advances in the current year. If two advances have already been approved, the request will be denied, and the employee will receive an email indicating the reason for the denial.
- 5.2.2. Determine that the payroll advance requested is 50% or less of the employee's anticipated net wage for the current pay period. If the request is greater than that amount, the request will be denied, and the employee will receive an email indicating the reason for the denial.
- 5.2.3. Approve the payroll advance and process it via direct deposit into the employee's payroll bank account or via a paper check. Paperwork must be submitted to the finance department by 10am so the direct deposit advance or the paper check can be processed that day. If submitted later than 10am, the direct deposit or paper check will be processed the following business day.

Revision History

Rev. Date	Rev. No.	Revision
09/25/2026	2	Housekeeping and internal department process: Make changes to clarify process and allow for electronic workflow.
2/11/20	1	Original policy.