

Payroll Policy for Early Paychecks, Unscheduled Paychecks and Advances

1. Payroll checks are issued bi-weekly in accordance with the published Payroll Schedules.
2. Paperwork and time sheets received after the cutoff date listed on the Payroll Schedule will be processed on the following scheduled payday.
3. If an employee needs a paycheck early, a request needs to be emailed to the Payroll Manager beclusen@stthomas.edu at least **One week** prior to when the check is needed.
4. If an employee needs an advance of all or part of their next paycheck for financial reasons,
 - a. Their immediate supervisor needs to send the request with their approval to the Vice President over their area.
 - b. The V.P. then needs to forward the request with their approval to payroll@stthomas.edu.
 - c. Advance checks will be processed within 1 working day of receipt.
5. If an employee requests an advance for financial reasons and wishes to repay the advance over more than one pay period
 - a. Their immediate supervisor needs to send their approval to the Vice President over their area
 - b. The V.P. needs to then send their approval and request the advance be approved to the CFO, Mark Vangsgard.
 - Payroll will not process this advance request without the CFO's approval.
 - c. When the employee picks up the check, they will be required to sign a Repayment Agreement.
 - d. All repayments must be made in the same calendar year that the advance is given.
 - e. No advance will be given if an earlier advance is not fully repaid.
 - f. Advance checks will be processed within 1 working day of receipt.
6. Off cycle (unscheduled) paychecks processed on dates other than those listed on the Payroll Schedules will only be processed under the following conditions:
 - a. If payroll makes an error in processing the check.
 - b. If an employee has terminated and has demanded an immediate check.
 - c. Off cycle (unscheduled) paychecks cannot be issued to an employee unless all paperwork and time information has been received and is processed.
 - d. No off cycle check will be cut for time sheets or other additional pay not previously reported within the deadlines set up on the Payroll Schedules. These adjustments will be added to their next regularly scheduled paycheck.
 - e. If paperwork is turned in late and the employee is having financial issues the employee and their supervisor need to follow the procedure for requesting a payroll advance as listed in step 4.