

EMERGENCY PAYROLL DRAWS

Emergency Payroll Draws are permissible as follows:

- All draw forms must be completed, to include: Employee's signature, supervisor's approval, Payroll approval and Executive Director's approval.
- A valid emergency reason must be stated and a current approved timesheet must be attached. Any forms which are submitted to Payroll without all approvals and an attached timesheet will be returned to the employee unprocessed.
- Examples of emergencies are unforeseen essential car repairs, medical emergencies, and non-receipt of child support.
- Being on vacation, traveling out of town or not working on the scheduled pay date does not constitute an emergency. In the case of vacation or official travel, a deposit slip may be left and your check will be deposited for you.
- All draws must be covered by hours worked.
- Draws will be limited to three (3) in a 12 month period, said period beginning on the date of the first draw.
- Early release of a paycheck counts as a Payroll Draw and therefore follows the same policy.
- Draws will not be issued after payroll has been run (normally one week prior to pay day) until after that payday. However, early release of paychecks in the case of an emergency can occur two days prior to the scheduled pay date. In the case of paychecks which are deposited directly into the employee's account, no early release can occur. However, an emergency draw from the following pay period may be allowed on a case by case basis from hours already worked **and** with the express approval of the Executive Director.
- At least 24 hours must be allowed to process a draw. This is to allow for processing time, moving the money to the payroll account and locating check signers.
- No more than 80% of an employee's semi-monthly or hourly salary may be drawn (after deductions for that pay period have been computed, i.e. housing, utilities, family medical, dental, vision and AFLAC premiums, cell phone and travel expenses or any garnishments). The 20% retainer is to cover mandatory withholdings. Any excess will be paid to the employee on the next regular pay date.
- New employees will be granted payroll draws, if needed, after they have completed one pay period to allow for the lag time before their first regular paycheck.



**SQUAXIN ISLAND TRIBE
PAYROLL DRAW REQUEST**

EMPLOYEE NAME: _____

Date Check Needed: _____ Amount Needed: \$ _____

Emergency Adjustment or Early Release

Contact name and phone # to call when check is ready: _____

Emergency draws require copy of timesheet.

Early release can be no more than 2-days in advance of Pay Day and are for authorized absences.

REASON FOR DRAW: _____

I understand that this draw will be deducted from my next scheduled payroll.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

PAYROLL SIGNATURE: _____ DATE: _____

EXEC. DIR. SIGNATURE: _____ DATE: _____

PAYROLL USE ONLY		
DATE RECEIVED	DATE OF CHECK	DATE
_____	_____	_____