



REQUEST FOR PAYROLL ADVANCE

PLEASE READ PERSONNEL POLICY #2, SECTION VII (ON THE BACK OF THIS FORM) BEFORE FILLING OUT THIS REQUEST. IMPROPER OR INCOMPLETE REQUESTS WILL BE REJECTED. COMPLETED, AUTHORIZED REQUESTS SHALL BE TURNED IN TO ACCOUNTS PAYABLE.

NAME: _____

EMPLOYEE #: _____

AMOUNT REQUESTED: \$ _____

DATE NEEDED BY: _____
(allow a minimum of three days for processing)

REASON FOR REQUEST (MUST BE AN EMERGENCY):

MAKE CHECK PAYABLE TO: _____

____ I WILL PICK UP AT THE FISCAL DEPARTMENT _____ MAIL THE CHECK TO ME

DEDUCT THE BALANCE OVER THE _____ NEXT CHECK _____ NEXT TWO CHECKS

I UNDERSTAND AND AGREE THAT ANY OUTSTANDING ACCOUNTS RECEIVABLE BALANCE WILL BE DEDUCTED FROM ANY PAYMENTS DUE TO ME, INCLUDING BUT NOT LIMITED TO: PAYCHECK, HONORARIUMS, TRAVEL REIMBURSEMENT, MILEAGE REIMBURSEMENT, ET CETERA.

I FURTHER UNDERSTAND AND CONSENT TO THE CIVIL JURISDICTION AND SOVEREIGNTY OF THE YUOK TRIBE. THIS CONSENT INCLUDES ALL ELEMENTS OF CONSENSUAL RELATIONSHIPS, CONTRACTS WITH A TRIBE, OR OTHER RELATIONSHIPS AS REQUIRED BY THE U.S. SUPREME COURT IN MONTANA V. U.S., 150 U.S. 544 (1981).

EMPLOYEE SIGNATURE

DATE

FISCAL USE ONLY:

REQUEST #: _____ \$\$ EARNED: _____ VAC HRS: _____

A/R BALANCE: _____ CHECK #: _____ CHECK DATE: _____

FISCAL DIRECTOR APPROVAL

DATE

Accounts Payable - Copy

Payroll - Copy

Accounts Receivable - Original

Revised 03/2004

WITH MY SIGNATURE BELOW, I CONFIRM THAT THE ABOVE REQUEST FULLY COMPLIES WITH THE PERSONNEL POLICY #2, SECTION VIII ON THE BACK OF THIS FORM. I AUTHORIZE THE ABOVE NAMED EMPLOYEE TO RECEIVE THE REQUESTED AMOUNT.

IMMEDIATE SUPERVISOR SIGNATURE

DATE

EXECUTIVE DIRECTOR SIGNATURE

DATE

Personnel Policy No. 2 GENERAL EMPLOYEE INFORMATION

VII. PAYROLL ADVANCES

The Tribe does not allow employees to receive their paychecks early except if an employee will be absent on the normal pay date due to pre-approved leave, arrangements may be made to receive the payroll check when pay checks are processed in the pay week. A request by the employee in writing to receive the payroll check earlier than normal must be made through the Finance Director.

The Tribe does not provide payroll advances to employees except in an emergency. All payroll advances must have the prior approval of the immediate supervisor and Executive Director, and are subject to the following rules:

1. All regular employees may be granted a payroll advance no more than three (3) times per calendar year. In extreme circumstances there may be a request in excess of three.
2. An employee seeking a payroll advance must submit a written request to the Executive Director.
3. No payroll advances will be granted to any employee who has a payroll advance outstanding.
4. An employee will not be advanced more money than has been **earned** at the time of the advance (i.e. no more than five days pay).
5. Approval of any payroll advance is subject to the employee's written agreement for the Tribe to withhold the amount sufficient to repay the advance in full by the next two (2) paydays.