Payroll Advances

1. What are the qualifications to obtain an advance?

   - Advances are given to active employees only.
   - You must have worked the full time period included in the advance.
     
     *Example: Salaried employees must work half the advanced month, to receive half of their net pay as an advance.*
   - Prior advances must be paid in full.

2. How do I request an advance?

   - Salaried, Staff, and OCOPE employees must contact payroll technician, Laurie Louisa. The request must be made in writing, by the 10th of the month, to receive the check on the 15th.
   - Service employees must contact their supervisor and their supervisor will provide the number of hours worked and request the advance for you. The request should be made by 10 am on Wednesday, to receive the check on Friday.
     
     *Please remember that starting January 1, 2018, per Article 4.4 in the UAW contract, you will be entitled to Four (4) pay advances per calendar year.*

3. How long does it take to obtain the advance?

   - Salaried, Staff, and OCOPE employees will receive their advance on the 15th of the month. All requests received will be processed for the 15th, no exceptions.
   - Service employees will receive their advance on the Friday of a non-payroll week.

4. When do I have to repay the advance?

   - The advance will be taken, in full, on the first payroll, after you receive the loan.

5. Will I be charged for the advance?

   - Salaried, Staff, and OCOPE employees pay a 1% fee for the loan.
   - Service employees do not pay a fee if this is a single request, but they will pay a fee of 1% for sequential loans.

6. How much will the advance be?

   - Advances can be up to ½ of the net pay for the payroll, excluding overtime, and extra pay if applicable.