

- ❖ Once per quarter, should they find themselves in a financial emergency, CCS employees may request a payroll advance, drawing on hours they have already worked. These payments take 24 hours to process and are paid out in the same way as the employee's regular paychecks (check or Direct Deposit)

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I, \_\_\_\_\_, would like a payroll-advance in the amount of \$\_\_\_\_\_. I attest that I have worked the necessary hours to cover this amount, and I understand that this money will be subtracted from my paycheck on the next payday.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
CFO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

Payroll Only:

Check number \_\_\_\_\_ Date \_\_\_\_\_