



Payroll Advance Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our onboarding process, we want to ensure that you are aware of our Payroll Advance policy.

Our Payroll Advance policy allows employees to request an advance on their upcoming paycheck in certain situations. This can be helpful in times of unexpected financial need.

To request a payroll advance, employees must submit a written request to their supervisor or HR representative. The request should include the reason for the advance and the amount requested.

Please note that payroll advances are subject to approval and are not guaranteed. Advances will be deducted from future paychecks, so it's important to consider the impact on your finances before requesting an advance.

For more information on our Payroll Advance policy, please refer to our employee handbook [[link to employee handbook](#)]. If you have any questions or need assistance, please don't hesitate to reach out to HR.

We are here to support you and ensure a smooth transition into your new role. Thank you for being a part of our team!