

GCCCD

District Services

INTER-DEPARTMENTAL PROCESS

Payroll Advances

Advances are available only in extreme circumstances where an employee's payroll could not be correctly processed during a regular or off cycle pay run.

- Payroll advances are paid at 75% of the employee check.
- Payroll submit a Quick \$ request for review/approval by Associate VC Business with backup attached to the request on how the 75% was calculated and the reason for the advance.
- For Payroll tracking purposes, Associate VC Business forwards to Payroll after approval and logging and Payroll forwards to accounting
- Payroll advances are issued out of Revolving Cash account and posted to **1100300-9163**.
- Accounting issues the check and sends to Payroll. Payroll distributes the check to the employee.
- Payroll posts the advance to the county system through BDADJ screen. Payroll enters vendor code 83530-01 with "GCCCD-RCF" description.
- County issues a reimbursement check for the advance amount and sends to Payroll.
- Payroll sends reimbursement check to Accounting.
- Accounting deposits the check into the Revolving Cash account and credits **1100300-9163**.
- Accounting keeps track of all payroll advances and the related reimbursement by the county.