

## **Partial Payments**

Partial payments are issued upon the request of employees who did not receive payment on their regularly scheduled pay date due to delayed personnel documents or other extenuating circumstances. The partial payment amount will be 60% (rounded) of the employee's gross pay for the missed period, as that is representative of the average amount of net pay for the majority of employees. The retained 40% allows for statutory deductions such as federal, state and FICA tax withholding and retirement contributions, as well as voluntary deductions such as insurance, tax sheltered annuities, United Way, etc. that the employee may select. No deductions are taken from the 60% partial payment when it is issued and the payment is not yet included in taxable earnings.

Partial payments will be issued for wages already earned and due to be paid and cannot be issued as an advance of wages not yet earned. Partial payments will be issued for regular earnings, not for payments such as additional compensation or delayed merit increases.

Partial payments will be made via direct deposit with settlement to the employee's account typically within two business days after approval in accordance with ACH