

**REQUEST FOR MID-CYCLE DRAW PAY
CITY & BOROUGH OF WRANGELL**

Employee Name _____ **Employee #** _____

Request Type:

One-Time

Recurring (every 20th of the month)

Emergency (explain) _____

Draw Amount Requested: _____ *(note maximum amounts allowable below)*

Requirements and limitations for mid-cycle draws:

- Must be in \$25.00 increments with minimum of \$100.00
- Limited to one one-time draw per month

Permanent regular employees:

- Limited to 50% of normal monthly net pay.

For temporary, seasonal and part-time employees:

- Limited to gross pay for hours already worked in current period multiplied by 50%.
 - Requires supervisor-approved timesheet verifying hours worked in the current period
- Not eligible for recurring draws
- Limited to one draw per month

The draw pay amount requested above, if allowable, will normally be paid on the 20th of the month, except in cases of emergencies if approved. In the event the 20th of the month falls on a weekend or holiday, it will normally be paid on the first working day prior.

Taxes and other withholdings are not processed on draw pays, and therefore the draw pay amount will be deducted from net pay on the normal end-of-month payroll.

I understand the above information, requirements and limitations:

Employee Signature

Date

Supervisor Signature

Date