Salary Advance Approval Workflow

Employee Details

Employee Name	_____	**Employee ID**	_____
Department	_____	**Designation**	_____
Advance Amount Requested	_____		
Reason for Advance	_____		
Date of Request	_____	**Repayment Period**	_____

Approval Workflow

1

Employee
Fills and submits the salary advance request form.

2

Reporting Manager
Reviews request and provides recommendation.

3

HR Department
Checks eligibility criteria and documents.

4

Finance Department
Verifies fund availability and repayment schedule.

5

Final Approval - Authorized Signatory
Grants or rejects the advance and notifies payroll.

6

Payroll Processing
Processes the approved advance as per policy.

Signatures

Employee	_____	**Date**	_____
Reporting Manager	_____	**Date**	_____
HR Representative	_____	**Date**	_____
Finance Representative	_____	**Date**	_____
Authorized Signatory	_____	**Date**	_____

Important Notes:

- Ensure all information provided is accurate and supporting documents are attached.
- Eligibility for salary advance is subject to company policy and management discretion.
- Incomplete forms or lacking approvals will result in processing delays.
- Advance amount and repayment terms will be as per organization guidelines.
- The employee is responsible for timely repayment as agreed.