

Salary - Cash Draw Information

Monthly salaries for expatriate and HQ staff are paid on the 10th of the month for the previous month. HAI's policy states that cash draws may be taken in the field during the current month and deducted from the salary payment made in the subsequent month on the 10th.

Please be aware, however, that cash draw requests in the field can only be requested for up to the amount earned to that point. The following example clarifies this policy:

A cash draw request made on August 15th should be in an amount not exceeding salary earned August 1 - 15th. If a person's monthly salary is \$2,000, a cash draw request should not be for more than \$1,000.

It is possible to draw down your entire salary for the month, but the total amount of monthly salary should not be requested before the salary is earned. There will be exceptions when an expatriate staff is requesting a cash draw before taking vacation (earned time) as well as when the last day of the month falls on a weekend. Please note those exceptions on the cash draw request.

The monthly expatriate staff cash draw report from the field offices is usually sent to HQ the first week of the month. Due to payroll calculation deadlines, cash draws will only be made based on current month salary, not previous month. Exceptions can be made by contacting HQ payroll and requesting authorization to make this salary advance.

Please let me know if you have questions or need any further clarification about this issue.