

Policy Title:	Payroll Advance Request Policy
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Governing Body:	President/Cabinet	Policy Number:	FAD.035
Policy Contact:	Director of Business Services	Date Revised:	May 2019
Custodial Office:	V.P. for Finance & Administration	Date Approved:	June 10, 2019
Approved By:	President	Next Review:	May 2022
Related Policy:			

Revision History

Revision Number:	Change:	Date:
	Initial version	February 2017
1	Revised to include eligibility standards, internal audit suggestions and other updates	May 2019

A. Purpose

Establish the circumstances under which an employee may request a payroll advance and set a limitation on the amount that can be requested.

B. Definitions

Payroll Advance: Funds paid to an employee in advance of regular payroll processing and payday.

Delinquent Balances: Balances on the employee’s SOU Banner account that are past due, but remain unpaid (excludes tuition associated with the current term, if the employee has a signed Revolving Charge Agreement that allows the tuition to be paid over the course of the term).

C. Policy Statement

Employee Eligibility

1. Employees are limited to one pay advance within a 12-month period.
2. Employees are not eligible if they have a current active writ or garnishment.
3. Employees with a delinquent balance on their SOU account greater than \$500 are not eligible (excludes balances owed for current term tuition that are due at the end of the term).
4. Student employees are not eligible for payroll advances. Students may access emergency funds through the Student Short-term Loan Program.

Criteria

Release of no more than 60% of an employee's earned gross wages (at the time of the request) prior to the employee's designated payday shall be authorized in emergency cases, and is subject to the Payroll Manager's approval. An emergency situation shall be defined as an unusual and unforeseen event or condition that requires immediate financial attention by an employee.

Recognized emergencies include, but are not limited to, the following circumstances:

- Death in the family
- Major car repair
- Theft of funds
- Automobile accident (loss of vehicle use)
- Accident or sickness
- Destruction or major damage to home
- New employee lack of funds (maximum one time draw)
- Moving due to transfer or promotion

SOU reserves the right to decline requests or seek additional supporting information. Repeat requests on an annual basis are not considered unusual and unforeseen and will be denied.

The amount of the payroll advance will be deducted from the employee's paycheck, against which the draw was made. Pay advances for the current month will not be issued after the cutoff for the monthly payroll processing deadline to confirm, typically the 24th of the month. In the event future paychecks will not occur and the automatic deduction cannot be taken as scheduled, the employee must repay the unpaid amount within 30 days or the debt will be turned over for collections.

To request an advance an employee must complete the Payroll Advance Request Form and submit it to the Payroll Office at least one day in advance of the established check-run dates as published on the Payroll website.

Any exception to this policy must be reviewed and approved by both the Director of Business Services/Controller and the Director of Human Resources.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Policy Consultation

Business Affairs Council, Academic Affairs Council, Human Resources, Internal Audit, USSE Payroll Services and Policy Council. Policy was posted on May 17, 2019 for community comment.

E. Other Information

See SEIU Collective Bargaining Agreement, Article 22, Section 1 (D). See also Procedure FAD.035 300.950.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.