



## Human Resources

### **SALARY ADVANCE GUIDELINES FOR SUPERVISORS**

Requests for salary payments in advance of any normal pay period may be granted only on an emergency basis and after an employee has exhausted all other options or available recourse. "Emergency" is defined for this purpose as an unforeseen event involving medical and life or safety situations beyond an employee's control. **Salary advances will be granted no more than twice in any fiscal year.**

#### Procedure

1. To request a salary advance, an employee should submit a memorandum to her/his supervisor, indicating the nature of the emergency and the requested salary advance amount. Under no circumstances should the requested amount exceed the employee's next regular net paycheck amount. The supervisor may confirm the employee's next regular net paycheck amount with the Payroll Office. (For faculty members, the supervisor is the Dean of the College.)
2. If the supervisor agrees that a salary advance is warranted, based on the definition of "emergency" above, he/she should send the employee's memorandum to the Human Resources (HR) Office recommending approval and explaining the reasons for the recommendation.
3. The Director of HR, in consultation with the Controller, will review the recommendation and approve or disapprove the request, based on the criteria contained in the first paragraph of these guidelines.
  - a) If approved, the Director of HR will notify the supervisor, and the employee will be asked to complete a "Request for Salary Advance" and submit it to the HR Office.
  - b) If disapproved, the Director of HR will notify the supervisor and explain the reason(s) why.
4. If approved, the HR Office will forward the "Request for Salary Advance" to the Payroll Office.
5. The employee will pick up the salary-advance check in person from the Business Office upon being notified that the check is available (usually within two to three days of the submission of the "Request for Salary Advance" to the Payroll Office).

**In order to make an exception to these procedures, permission must be obtained from the President of the College.**