



Approved By: Human Resources  
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Category: Human Resources  
Contact: Human Resources  
(585) 245-5616

## **POLICY**

Pursuant to the guidelines from the State Comptroller (Payroll Bulletin No. 70 dated 1/27/99), salary advances are given to address situations where an employee is unintentionally omitted from the payroll and will not get a paycheck. In addition, salary advances "are intended to provide a means for the agency to pay an employee for actual time worked where an undue hardship otherwise would result, and may also be considered for issues related to the payroll lag for new faculty and staff. The intent of the procedure is to provide a means to immediately remedy situations where circumstances have prevented the timely and normal processing of pay for time worked.

Loans from the credit union should be considered to cover transition expenses.

Given the operating environment whereby the campus does not have the ability to cut a manual check in the above circumstances, the following guidelines provide a mechanism for addressing the needs for a payroll advance in a timely manner.

## **PROCEDURE**

### Requests for Payroll Advances

1. Payroll advance requests may be submitted to the Payroll Coordinator via email at [Payroll@Geneseo.edu](mailto:Payroll@Geneseo.edu) for consideration. Final approval is given by the Assistant Vice President for Human Resources.
2. Requests for payroll advances are to be signed by the employee and the Assistant Vice President for Human Resources. The form must be notarized, and copied in duplicate, one copy to the Geneseo Foundation, and one copy to the employee with the original being retained by Human Resources.
3. Approval is either granted or denied based on individual circumstances and the interpretation of the above guidelines. Advances will not be considered for situations where time sheets were not submitted in a timely manner.
4. Upon approval, HR/Payroll will complete the Geneseo Foundation Power of Attorney form and submit it to the Geneseo Foundation contact no later than Monday of the week in which the employee anticipates receipt of the advance.
5. Repayment of the payroll advance must be made to the Geneseo Foundation on the next available check date which is outlined on the request form. The direct deposit function of employees receiving a paycheck advance will be turned off upon default of repayment by the stated due date.
6. Failure to repay the advance could result in a deduction from the employee's paycheck for the full amount of the advance.
7. In the event of the employee's separation, the Human Resources Department is to ascertain that any paycheck advance made to an employee has been repaid prior to releasing the final check.

**REFERENCES** [SUNY Payroll Bulletin 70](#)