SUNY GENESEO
“PAYROLL ADVANCE” PROCEDURE

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.

Requests for Payroll Advances

1. Payroll advance requests may be submitted to the Assistant Vice President for Human Resources for review and approval.

2. Requests need to be made on the Geneseo Foundation Power of Attorney form and submitted to Human Resources in 219 Erwin by no later than Monday of the week in which the employee anticipates receipt of the advance.

3. Requests for payroll advances are to be signed by the employee and the Assistant Vice President for Human Resources. The form must be notarized, completed in triplicate, with one copy being retained by Human Resources, one copy by the Geneseo Foundation, and one copy by the employee.

4. Repayment of the payroll advance must be made to the Geneseo Foundation on the date the employee receives his/her first full paycheck. The direct deposit function of employees receiving a paycheck advance will be turned off until the repayment for the advance is made in full.

5. 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.

11/10/2008