

Pay (Cash) Advances

Pay advances provide short-term financial assistance to employees in cases of unexpected, extreme financial emergency. The emergency must be unexpected, and may be granted only after an employee has exhausted all other options or available resources. Examples that are considered bona fide instances of extreme emergencies include death in immediate family, sudden illness or accident involving the employee or members of immediate family. No more than one advance will be granted to a benefits-eligible employee in any twelve month period.

The amount of the advance is limited to the accrued net earnings unpaid as of the payroll check request date. "Net earnings unpaid" for non-exempt and exempt employees refers to hours worked and days worked within the pay period, respectively. This limitation is necessary in order to compensate for taxes, FICA and other deductions and to prevent subsequent adjustments for taxes, etc. in the employee's next check, which could cause a severe hardship.

All pay advances require a memorandum stating the reason for the advance that has been supported by the employee's supervisor, the supervisor's supervisor and the department's dean, vice president or associate senior vice president. The memorandum including notification of approvals must be submitted to Payroll Services along with the payroll check request.