

**Office of the Chancellor
Pennsylvania's State System of Higher Education
Procedures and Standards for University Operations**

**Procedure/Standard Number 2020-46
Faculty Payroll Advance, Fall 2020**

Approved by:  _____
Chancellor

Date: _____ 7-29-20

History: An optional pay roll advance will be allowed in order to mitigate the impact of the pay date adjustment in 2020 where an employee's first pay is later in the year than usual due to a 27-pay payroll year (rather than a 26-pay payroll year). This authority is only in effect for Fall 2020 and will sunset once all requested advances have been processed.

I. Introduction

This establishes guidelines for eligible faculty to request a pay-roll advance due to the pay date adjustment occurring in August, 2020.

II. Scope

- A. Newly hired tenure track FACULTY in their first semester of employment in the fall of a pay date adjustment academic year.
- B. Temporary faculty appointed in the fall 2020 semester.
- C. Payroll advances will not be issued to current employees.

III. Definition

Payroll Advance: A check or direct deposit issued from the hiring university in advance of the employee's regularly scheduled payroll.

IV. Procedure/Standard

- A. Only newly hired permanent, full-time tenure track faculty members and temporary faculty members appointed in the fall 2020 semester may initiate the request for a payroll advance during their first week of employment in a pay date adjustment year.
- B. *The Pay Date Adjustment Faculty Payroll Advance* form must be completed in full by an eligible employee as noted in the scope of this document and submitted to the university human resources office. Human resources will verify eligibility and, if appropriate, enter the advance for the next available pay date. The final decision on eligibility will be made by the university human resources director or their designee.
- C. The payroll advance will be provided at a flat rate of \$1,000 to newly hired full-time permanent tenure track faculty.
- D. The payroll advance will be provided to temporary faculty as follows: Temporary faculty at 25% FTE or more but less than 50% FTE may request \$250.00. Temporary faculty at 50% or more but less than 75% FTE may request \$500.00. Temporary faculty at 75% or more but less than 100% may request \$750.00. Temporary faculty at 100% FTE may request \$1,000.00.
- E. Only the amounts noted above, for the applicable FTE, may be requested as an advance for temporary faculty and newly hired regular full-time faculty. No amount, greater or lesser, may be requested or provided as an advance.
- F. Recovery of the full amount of the payroll advance will occur on the employee's first regularly scheduled pay. No other arrangements for recovery are permitted. No other or additional payroll advances are permitted. If, for any reason, there is not enough compensation to recover the full amount on the first pay, the advance will be recovered in the subsequent pay(s) until the full amount is recovered.

V. Responsibilities

- A. It is the responsibility of the faculty member to request the payroll advance prior to close of business Friday of the first week of employment via the attached form. Eligible faculty who fail to complete the attached form by that deadline shall not receive an advance.
- B. The university will provide a payroll advance check or direct deposit on the next available pay date.
- C. The university human resources office will log all payroll advance requests and enter the recovery amount to the payroll system for the first regularly scheduled pay.

VI. Implementation: Immediately

Pennsylvania's State System of Higher Education
Pay Date Adjustment Faculty Payroll Advance Form

Employee Name: _____ Employee Number: _____

This form is to be used for faculty members as denoted by Procedure/Standard 2020-46 to request a payroll advance. It is understood that the advance is for a flat amount as defined in Procedure/Standard 2020-46, and the employee may not request any more or less than this amount.

The advance will be recovered in-full on the employee's first regularly scheduled pay of the academic year. No other arrangements for recovery are permitted. No other or additional payroll advances are permitted. If, for any reason, there is not enough compensation to recover the full amount on the first pay, the advance will be recovered in the subsequent pay(s) until the full amount is recovered. If the employee separates service prior to the full amount of the advance being recovered, the employee will be responsible for repaying the advance in full.

By your signature on this form you are requesting the payroll advance subject to the terms and conditions above. The final dispensation as to eligibility will be made by university human resources.

As an eligible faculty member as defined by Procedure/Standard 2020-46 at _____
University I am requesting a _____ payroll advance subject to the terms and conditions above.

Print Name

Date

Signature