

**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**

Approved by:  _____
Chancellor

Date: 7-29-20

Revised: 8-3-23

History: An optional payroll advance will be allowed to mitigate the financial impact to newly hired/rehired faculty when the first paycheck date occurs greater than four (4) weeks from the first day of classes of the Fall Semester at their respective university. This authority is only in effect only for the Fall Semester of the academic year in which they are hired/rehired.

I. Introduction

This establishes guidelines for eligible faculty to request a payroll advance when the first paycheck date occurs greater than four (4) weeks from the first day of classes of the Fall Semester at their respective university.

II. Scope

- A. Newly hired tenure track faculty in their first semester of employment in the fall semester.
- B. Newly hired/rehired temporary faculty appointed in the fall semester.
- C. Payroll advances will not be issued to active employees.

III. Definition

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

IV. Procedure/Standard

- Only newly hired/rehired permanent, full-time tenure track faculty members and temporary faculty members appointed in the fall semester may initiate the request for a payroll advance during the first week of classes of the academic year.
- *The Faculty Payroll Advance* form must be completed in full by an eligible faculty member, as defined in the scope section 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.

- For newly hired/rehired full time permanent tenure track faculty, the payroll advance amount will be a pro-rated amount of 50% of the faculty member's biweekly salary based upon their step and rank at hire, capped at 50% of an Assistant, Step 2 20-pay biweekly salary.
- The payroll advance will be provided to temporary faculty as follows:
 - Temporary faculty at 25% FTE or more but less than 50% FTE - \$300.00.
 - Temporary faculty at 50% or more but less than 100% FTE - \$600.00.
 - Full-time Temporary faculty (100% FTE) - the payroll advance amount will be a pro-rated amount of 50% of the faculty member's biweekly salary based upon their step and rank at hire, capped at 50% of an Assistant, Step 2 20-pay biweekly salary.
- Only the amounts noted above, may be requested as a payroll advance. No other amount, greater or lesser, may be requested or provided as an advance.
- Recovery of the full amount of the payroll advance will occur on the employee's first two regularly scheduled pay dates, in equal installments. 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 within those two pay dates, 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 academic year classes, via the attached form. Eligible faculty who fail to complete and submit 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 amounts to the payroll system for the first two regularly scheduled pay dates.

VI. **Implementation:** With the start of Fall 2023 Academic Year

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

Faculty Member Name: _____

Pay Distribution Election: 20 pay or 26 pay

This form is to be used by eligible, newly hired/rehired faculty members as denoted by Procedure/Standard 2020-46 to request a payroll advance. It is understood that the advance is for an 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 over two equal installments on the employee's first two regularly scheduled pay dates 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 within those pay dates, the advance will be recovered in the subsequent pay(s) until the full amount is recovered. If the employee separates from 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.

Print Name

Date

Signature

To Be Completed by HR

Payroll advance amount of \$_____

Employee Personnel Number: _____