

UNIVERSITY OF DALLAS

Payroll Advance Policy

Due to an exceptional financial need a payroll advance may be approved for University of Dallas employees. Employees requesting an advance must be in “good standing” with the University. Employees should keep in mind that payroll advances are not guaranteed and consideration will be given to not only the nature of the request, but also to the number of payroll advance requests the employee has previously made.

Foreclosures/evictions, pending termination of utilities, medical emergencies, or emergency auto repair, are examples of the kinds of extraordinary expenses that would be considered for a payroll advance. Documentation of the need is required. Documentation must include the employee’s name on an official document, such as an original bill or notice/statement.

Requests for advances will be considered up to a maximum amount of \$1,000. In most cases, the advance must be repaid within six months from the date the employee receives the advance. The repayment is done via payroll deductions. Repayment schedules will take into consideration the employee’s salary and the amount of the advance. Only one payroll advance will be granted in any six month period and no employee with an outstanding balance on a previous advance will be granted a new advance. No more than two advances will be considered in any 12-month period.

Employees seeking a payroll advance will need to do the following:

- 1) Obtain the *Request for Payroll Advance and Authorization for Payroll Deduction* form from the Office of Human Resources and complete.
- 2) The employee will then submit the form for review and approval by the Chief Human Resources Officer and the Chief Financial Officer.
- 3) Upon approval a payback schedule will be established and the employee will sign the authorization form acknowledging this schedule.
- 4) Upon authorization from the HR office, a check for the amount agreed upon will be produced by Accounts Payable during the next available check cycle.

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Request for Payroll Advance and Authorization for Payroll Deductions

Employee Name _____ Employee ID# _____

Department _____ Supervisor _____

Amount Requested \$ _____

Reason for payroll advance (please attach documentation of need to this form): _____

I understand that payroll advances are granted only in cases of extraordinary circumstances and only with the approval of both my department's budget manager and the Director of Human Resources. Approval of payroll advance requests is not guaranteed and consideration will be given not only to the nature of the request, but also to the number of payroll advance requests the employee has previously made. Employees may only have one payroll advance every six months and no more than two in any 12-month period and will not be approved for an advance when there is an outstanding balance owed on a previous advance.

1. Employee's Signature: _____ Date: _____

2. Chief HR Officer: ____ approved ____ denied Date: _____

CHRO's Signature: _____ Date: _____

3. Chief Financial Officer: ____ approved ____ denied

CFO's Signature: _____ Date: _____

Authorization for Payroll Deductions

This payroll advance is being provided by the University of Dallas in good faith and I understand that I am responsible for repaying this advance. This payment arrangement is binding and I understand that my compensation will be reduced by the "Per Payroll Deduction Amount" and in the manner listed below in the "Repayment Schedule." Should my employment be terminated while I have an unpaid balance for a payroll advance, I understand that the remaining amount owed will be taken out of any final check.

REPAYMENT SCHEDULE	Total Advance Approved:
Number of Payments:	Per Payroll Deduction Amount:
Date of First Payroll Deduction:	Date of Last Payroll Deduction:
Check Requested A/P	Payback Deduction Entered:

I acknowledge my agreement to this arrangement by my signature.

Employee's Signature: _____

Date: _____