Procedure for Requesting Emergency Payroll Advances – Newark Campus

(Please make note of early cutoffs during July 4th, Thanksgiving, and Christmas)

The emergency payroll advance procedure should be used only when extraordinary circumstances preclude the timely submission of payroll forms (i.e. PAF’s, PDR’s and TRF’s), to the Division of Payroll Services. Since this procedure places additional burdens on both the requesting department and the Business Office, hiring units are encouraged to take all actions necessary to process payroll authorization forms on a timely basis.

If you have any questions concerning the procedures, please contact Etta Jefferies, Rosann Richards, or Veronica Zurick, at extensions 5943, 5818, or 5956.

Eligibility

Occasionally, departments may encounter extraordinary circumstances that preclude the timely submission of all appropriate forms to Payroll Services for new appointments or reappointments. As a consequence, these employees would not be paid for services that they may have rendered to the University. In order to accommodate an employee caught in this situation, the Dean or Director of the hiring unit may request an emergency payroll advance payment from the Business Services Office.

Procedure

A written request from a Dean or Director for an Emergency Payroll Advance must describe the circumstances for the departmental delay in submitting payroll documents and provide the reason for the emergency request. The name and direct telephone extension of whom to call when the check is ready must also be included.

An advance request for an individual’s initial appointment must be accompanied by the following documents:

- Payroll Authorization Form (PAF)
- Form I-9 (Employment Eligibility Verification)
- Appropriate immigration documents
- Form W4 (Employee’s Withholdings Allowance Certificate)
- Copy of the individual’s Social Security card

An emergency advance for an employee whose reappointment was delayed must have a copy of the Personal Data Record (PDR) attached.

An emergency advance for a Coadjutant or hourly employee must have a completed and signed Time Report Form (TRF) attached to the request.

Amount of Advance

Business Services is authorized to issue 60% of the individual’s gross amount due for the payroll period(s).

The approved payment will usually be available 48 hours after the request is received by Business Services. The individual’s department will be notified when the advance check is ready.
Repayment Procedure

Repayment of the emergency advance will be deducted from the employee’s next regularly scheduled payment for the corresponding appointment.

Exclusions

The following activities are not eligible for the Payroll Emergency Advance:

1. Retroactive pay for:
   a. Change to an Acting Pay position
   b. Promotion to a new position
   c. Change from part time employment to full time employment

2. Coadjutant payments for employees who have an active permanent appointment

3. Coadjutant payments in advance of the appropriate time period

4. July or August payments for an academic appointment (September 1st appointment date) prior to the first pay period in September

5. Vacation Pay

6. Payment for work not yet performed

An employee appointed or reappointed after a pay period cutoff date will not be given an advance for that pay period. The employee must wait for the next scheduled pay period for payment of wages.