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| UT Health Science Center: FI0475-H Salary Advance | |
| Version 1 | Publication Date: 05/26/2022 |

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| No./Title: F475 – Salary Advance | Resp. Office: FINANCE | Effective Date: 07/01/2016 |
| Category: Accounting | Last Review: 06/24/2016 | Next Review: 06/24/2017 |
| Contact: Mike Ebbs, Associate Vice Chancellor | Phone: 901.448.5523 | Email: mebbs@uthsc.edu |
| Forms: F475 - Salary Advance Request Form https://uthsc.policymedical.net/policymed/newSearch/searchDocuments?sfContent=F475&queryStr=%2Fpolicymed%2FnewSearch%2FdoSearchAnn%3FsfContent%3DF475 | | |

PURPOSE

Certain circumstances may cause situations where employees are not paid on their scheduled pay date for work that has been performed. Salary advances will not be routinely processed due to failure on the part of the employee, their immediate supervisor, departmental timekeeper, or departmental approver to process time entry in the accounting system on a timely basis. Salary advances may be approved only in extenuating circumstances.

PROCEDURES FOR SALARY ADVANCE

- Salary advances will be limited to regular pay and will not be granted for overtime, a small number of missed hours, or any extra service pay not entered.
- Departments must ensure that they have sufficient backup for time entry approval in the accounting system in the event that the departmental approver is absent.
- Requests for exceptions when the extenuating circumstance originated with the employee must be approved by their supervisor and the unit's Business Manager/Administrative Director.
- Requests for exceptions when the extenuating circumstance originated within the department must be approved by their Business Manager/Administrative Director with a copy forwarded by the Payroll Office to the appropriate Dean/Vice Chancellor's office.
- The [F475 - Salary Advance Request Form](#) with the appropriate signatures must be sent to the Payroll Office. E-mail requests will not be accepted as the original document with signatures is required.
- The salary advance petty cash check is for the net amount of pay the employee would have received for that pay period. There is no check stub for this pay period. Deduction amounts will be listed on the next accounting system pay stub. The deductions for the advance pay will not be listed separately but will be added to the deductions for the subsequent pay period. Special arrangements must be made in the event the employee has a wage earner deduction, garnishments, child support, or some other miscellaneous deduction. Employees must be advised of the above to avoid any misunderstanding of the salary advance procedures.

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