

**CLAREMONT UNIVERSITY CONSORTIUM**  
**Policy and Procedure Manual**  
**Finance and Business - 4000**

**Policy No. 4002: Payroll Advance Policy**  
**Date: February 1998**

**1. PURPOSE**

The purpose of this policy is to standardize the conditions under which a CUC employee may be granted a payroll advance.

**2. POLICY**

A payroll advance may be granted to any regular CUC employee when a serious emergency occurs and the employee has pursued all other reasonable sources of emergency relief. Serious emergencies for purposes of this policy may be defined as medical life/safety situations, loss of housing involving the employee or the employee's dependents who reside with the employee or other circumstances as defined by the Chief Executive Officer

**3. PROCEDURES**

To receive an advance, the employee must submit a written request to his or her Director. The employee must provide the Director with enough detail in the written request so that it is clear that a medical or housing emergency exists. Disclosing confidential information to the Director is not required. After approval, the Director must submit the request to the Chief Executive Officer or the Chief Administrative Officer for approval.

The amount advanced will be no more than the employee's net regular pay on his/her last paycheck or anticipated net regular pay on his/her next check, whichever is less. It is expected that the advance will be repaid from the employee's next paycheck. Alternate pay back terms not to exceed four months may be negotiated between the employee, Director and CEO/CAO in situations of extreme hardship.

An off-cycle payroll check will be issued as soon as possible after approved documents are sent to the Payroll Supervisor or Payroll Assistant Controller for processing. The check will be delivered back to the office Director unless otherwise indicated by the Director. Claremont University Consortium will not charge the employee interest on payroll advances.

If the employee terminates prior to repayment of the advance, the advance balance due at the time of termination will be deducted from the employee's final paycheck. This will include using the employee's accrued vacation time to settle the advance due if necessary. An employee who receives an advance will be required to sign a payroll advance agreement.

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PAYROLL ADVANCE AGREEMENT**

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I have received an advance on my future payroll earnings in the amount of  
\$ \_\_\_\_\_ on (date) \_\_\_\_\_.

Repayment terms (employee initials one):

Initial \_\_\_\_\_

I understand that Claremont University Consortium will deduct  
this advance from my next regular payroll check.

Initial \_\_\_\_\_

Repayment terms will be as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that if I terminate prior to repayment of this advance in full, the balance due will be deducted from my last pay check and may be satisfied by using my accrued vacation at time of termination. If all unpaid earnings at the time of termination are insufficient to settle the advance, I will sign a promissory note to Claremont University Consortium for the balance due.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date