Policy Statement/Background:
None

Policy:
Under specific circumstances and at the request of a department head, the Vice President of Human Resource Services (HRS), or designee, may authorize the payment of a 'salary advance' against wages already earned by an employee.

- Requests for an 'advance' must be sent to HRS for review and processing.
- Requests should only be made if the employee's entire paycheck is delayed or in error.
- Only regular base salary may be considered.
- Salary advances may be granted up to 70% of gross salary earned.
- Salary advances will generally not be approved as short-term loans or for exception payments such as Overtime, Extra Time, Extra Service, Vacation lump-sum payments at termination, or accrued Vacation, Sick, Holiday, Personal, or Compensatory time.

Definitions:
None
Contact:

Additional information about this policy is available here:

Human Resource Services  
West Campus, Health Sciences, and School of Medicine  
390 Administration Building  
Stony Brook, NY 11794  
(631) 632-6161  
State Payroll Email: state_payroll@stonybrook.edu  
RF Payroll Email: rf_payroll@stonybrook.edu

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- Stony Brook Human Resource Service Website