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| <b>Title:</b><br><b>Salary Advances Against Payroll Policy</b>   | <b>Policy Category:</b><br><b>Human Resources</b> |
| <b>Issuing Authority:</b><br><b>Administration &amp; Finance</b> | <b>Responsibility:</b><br><b>Human Resources</b>  |
| <b>Publication Date:</b><br><b>11/15/2022</b>                    | <b>Next Review Date:</b><br><b>11/15/2025</b>     |

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

### **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:

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

- [Stony Brook Human Resource Service Website](#)