

# DEPAUL UNIVERSITY

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## Salary Advances

**Category:** Human Resources

**Responsible Department:** Employee Relations & Engagement

**Responsible Officer:** Vice President, Human Resources

**Effective Date:** 10/4/2017

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### Policy Summary

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The purpose of this policy is to provide guidelines for the granting of staff and faculty salary advances.

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### Scope

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This policy affects the following groups of the University:

- Full-Time Staff
- Full-Time Faculty

This policy applies to all of the above employees who may be experiencing a financial hardship. Employees must have completed at least six (6) months of continuous full-time service and staff must not have received a final written counseling during the 12 months prior to the date of the salary advance request.

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### Policy

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In the event of a financial hardship, the university provides employees the opportunity to receive a maximum of up to \$1,000 within a 12 month period, to be paid back to the university in installments. Salary advance repayment will occur in installments via payroll deductions unless the employee makes arrangements with Payroll Services to repay the advance by check or money order. If repaying by payroll deduction, the deductions will be limited to a maximum of 15% of the employee's total gross wages, and will be deducted according to the schedule set forth in the employee's Salary Advance Repayment Agreement.

In order to receive a salary advance, employees must meet the following eligibility requirements:

- Financial Hardship; and
- Completed at least six (6) months of continuous full time service; and

- Not received a final written counseling during the 12 months prior to the date of the request; and
- Provide consent to a Salary Advance Repayment Agreement

Approved salary advances are issued by Payroll Services within three business days after receipt of a signed Salary Advance Repayment Agreement. Additional processing time may be required if the signed agreement is received by Payroll Services during regular payroll processing.

In the event an employee is terminated from the University for any Reason before the salary advance is repaid in full, the entire remaining balance will be deducted from the employee's final paycheck.

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## Procedures

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- The employee completes a Salary Advance Request form. The [form](#) may be downloaded from the [DePaul HR website](#) and can be submitted to Human Resources, Employee Relations and Engagement ([employeerelations@depaul.edu](mailto:employeerelations@depaul.edu)).
- Human Resources forwards a "Confirmation of Receipt" notice to the employee.
- Human Resources reviews the salary advance request. If the employee has a financial hardship, completed six months of continuous full time service and has not received a final written counseling during the 12 months prior to the date of the request, the request will be forwarded to Payroll Services for processing.
- Payroll Services prepares a Salary Advance Repayment Agreement to outline the repayment terms and sends the agreement to the employee for review and approval.
- Payroll Services issues the salary advance within three business days after receipt of the signed Salary Advance Repayment Agreement from the employee.
- If repayment is to occur via payroll deduction(s), the deduction(s) will begin with the next scheduled payroll following the advance and continue until the advance is repaid in full unless the employee withdraws consent to payroll deductions and makes arrangements with Payroll Services to repay the advance by check or money order.

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## Divisional Collaborations

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Financial Affairs

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## Contact Information

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13th Floor  
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(312) 362-8500

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## Appendices

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[Salary Advance Request & Deduction Authorization Form](#)  
[Progressive Discipline Policy](#)

## **History/Revisions**

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Origination Date: 03/24/1997

Last Amended Date: 10/04/2017

Next Review Date: N/A