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4.200 Employment (Human Resources)

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May 2014

## 4.227 Payroll Advances

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		<b>Payroll Advances</b>  <b>Policy 4.227</b>	
<b>Human Resource Policies</b>		Effective date: <b>June 2, 2014</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	May 29, 2014
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Human Resources	Chief Human Resources Officer	937-769-1375	All Employees

## I. Introduction and Purpose

A payroll advance is a loan to an employee against gross wages anticipated to be earned, but not yet payable under normal payroll schedules. This policy applies to all employees of the university, including student employees.

## II. Policy

All employees of AU shall receive compensation for services rendered in accordance with the established payroll schedules and state law. Payroll advances are not permitted under any circumstances other than for the last paycheck upon termination from employment. Off-cycle payroll payments by the university to correct errors in prior payroll payments are not payroll advances and are therefore permitted and appropriate.

### Policy Cross References

Salary Administration Policy	Policy # 4.217
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