

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Pay Advances
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Payroll advances are available if an extended vacation is planned or if a regularly scheduled paycheck is not received.

Vacation Pay Advance

Staff members who are paid monthly may request up to 50% of their regular gross monthly pay in advance. Staff members who are paid bi-weekly may request up to two weeks regular gross pay in advance.

To be eligible for an advance vacation payment, a staff member must:

1. Have accumulated the amount of vacation time being requested.
2. Request and take no less than ten (10) consecutive working days (holidays may be included).
3. Agree to have the advance deducted in one sum only from the next regular pay check if paid monthly, or one-half from each of the next two regularly schedule pay checks if paid bi-weekly. (No other repayment plan can be arranged.)

The Vacation Pay Advance Request Form (Form 9791), available from the Dearborn Human Resources Office and at <http://www.umich.edu/%7Ehrra/hrris/forms.html> , must be completed by the staff member requesting the advance. The request form must be signed and approved by the supervisor and/or authorized signer for the department or unit and sent to the Ann Arbor Payroll Office. Supervisors and authorized signers cannot approve their own requests for advance vacation pay.

A check will be written at the Payroll Office and sent to the Dearborn Cashier's Office for the staff member to pick up. Sufficient time should be allowed for the preparation and mailing of the check; however, the Payroll Office does not ask that the advance request be submitted a specific number of days prior to the vacation. If the staff member desires the check the same day, he or she may hand carry the approved paperwork directly to Payroll and wait while the check is prepared.

Where applicable, supervisors may wish to double check the amount of a staff member's accrued vacation time with the appropriate timekeeping office. The Payroll Office or

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University Standard Practice Guide, [Section 201.64](#) may be consulted for further information.

Partial Pay Advance

Partial payment may be arranged for a permanent employee who, through no fault of his own, does not receive a paycheck. Up to fifty percent of the gross amount due may be advanced by the Dearborn Cashier's Office. The following procedure should be followed:

1. The employee submits a memo from his/her supervisor to the Cashier's Office, stating the pay period, hours worked during this time, pay rate and amount to be advanced.
2. The staff member signs a Request for Advance form at the Cashier's Office.
3. The amount advanced will be deducted from the employee's next paycheck.

Further information is available by contacting the Cashier's Office at 593-5255.