



## **XAVIER UNIVERSITY**

### **Payroll Advances**

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. POLICY**

1. Payroll advances are intended only for emergency situations. It is expected that such requests for payroll advances would be rarely made and shall not exceed more than twice yearly. Advances made necessary because of Xavier University payroll errors are not subject to this limit.
2. Payroll advances may be issued based on hours already worked, and are expected to be repaid out of the next paycheck. Advance requests should be made to the Office of Human Resources.

#### **B. PROCEDURE**

Employees interested in receiving a payroll advance must contact the Office of Human Resources. Payroll advance checks will be available the following day after 10:00 am on payroll advance requests made prior to 2:00 pm.