Requesting a Pay Loan

A pay loan may be requested for eligible employees who will not get paid on the current scheduled pay date ***and*** a payroll adjustment cannot be submitted due to:

- Delayed new hire processing and job set-up, or
- Job changes not completed in Banner

Pay loans will **not** be approved for:

- Terminal vacation and sick leave payouts
- Payroll for future pay periods

Eligible employees are:

- Civil Service, Academic Professional, and Faculty

NOTE: Extra Help and Student Employees are not eligible for a pay loan due to the length of appointments and sporadic schedules. Exceptions must be approved by the Senior Director/designee of University Payroll & Benefits.

Requirements

- Units may request a pay loan for their employee equaling 60% of the gross wages or earnings that are delayed.
- HR Front End (HRFE) transaction must be started but not yet applied to Banner.
- Employee must be eligible (see requirements above).
- Unit will submit a Prior Underpayment Adjustment (PUA) in PARIS once the job is available.
- The pay loan amount will be deducted in full from the payroll adjustment for missed pay and any future salary or wage payments, if necessary.
- If the amount cannot be re-captured from the employee's future salary or wages, UPB will charge the unit/department the loaned amount plus taxes or other required withholding.

Process

To request a pay loan, the unit must complete the steps below:

1. Acquire the Required Documents

Step	Task
1.	Complete the Request for Pay Loan Form. 1. Download and complete the form with the employee receiving the loan. 2. Save entries. 3. Print form and obtain signatures agreeing to the terms. **OR** Send form to employee for electronic signature (use Adobe Sign). 4. Save the signed form for upload into the Travel & Expense Management application (TEM)
2.	Supply HRFE support documentation. 1. Take a screen print of the HRFE transaction including job details for each position you are requesting a pay loan for. 2. Save as a file(s) for upload into TEM.

2. Submit an Expedited Payment Request (EPR) in the Travel & Expense Management application (TEM)

NOTE:

- A Power User must create the EPR on behalf of the employee
- Approved pay loans (EPRs) will be issued at 3:30 p.m. the following business day

<table>
<tr><th>Step</th><th>Task</th></tr>
<tr><td>1.</td><td>Click the Expense Report icon.</td></tr>
<tr><td>2.</td><td>Complete the Document Header information.
1. Report Title: type EPR Payroll Loan
NOTE: EPR must begin the report title for expedited payment, otherwise expense reports without EPR in the title will be paid in 30 days
2. Purpose: select Misc Payment – Vendors, Non-Employees, and Students
NOTE: you must have the Power User role to see and make this selection
3. Business Purpose/Justification: type Pay loan for [pay period and reason]
4. Complete these required fields:
a. Payee Name
b. Payee UIN/ID
c. Vendor Invoice #/Ref #: type Pay Loan [yyyy]
d. Vendor Address Type: type MA or PR
e. Vendor Address Seq: enter the address sequence number
f. Payee Affiliation: select Employee</td></tr>
<tr><td>3.</td><td>Click the Continue button.</td></tr>
<tr><td>4.</td><td>Select the expense.
1. Select 53039 – Pay Loan Request from the Expense Type menu
2. Click the Add Expense button</td></tr>
<tr><td>6.</td><td>Enter transaction details.
1. Enter Date
2. Enter Amount of the pay loan (60% of the gross amount due to the employee)
3. Business Justification: Type Pay Loan
4. Select the Receipts Included box
5. Select C-FOP from the Project menu: C9-F900608-0374001-P105003
NOTE: See the Search for a Project (C-FOP) job aid to find and add this C-FOP
6. Include a detailed description of the payment request in the Notes field</td></tr>
<tr><td>9.</td><td>Click the Save button.</td></tr>
<tr><td>10.</td><td>Upload Documentation.
1. Select Attach Receipts from the Receipts menu
2. Click the Choose File button
3. Locate and select each file to upload, then click the Attach button:
a. Request for Pay Loan Form with signatures
b. Screen print of HRFE Transaction Page including Job Details
4. Click the Done button</td></tr>
<tr><td>11.</td><td>Click the Submit button.</td></tr>
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