

**Lehigh University Payroll Office**  
**Salary Advance Request**  
**- New Faculty -**

Newly hired faculty members, particularly those who just recently graduated with a terminal degree, may face difficulties in funding transitional expenses such as a security deposit on a new apartment or a car downpayment while awaiting his or her first paycheck. If a newly hired faculty member has a financial need to receive some or all of his or her first paycheck as an advance, he or she may request an advance by completing this form. This salary advance program is supplemental to the Salary Advance Policy for Faculty and Staff and the Moving Expense Advance Request Policy, and will be evaluated annually for its effectiveness.

The criteria for participation in this program are as follows:

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- a. Advances will be offered for no more than one month's academic year salary, net of taxes and required deductions and may not exceed \$10,000.
  - b. The program is available to newly hired faculty members only
  - c. This application must be fully completed and received by the Payroll Office **no later than** the 15<sup>th</sup> of the faculty member's first academic year pay month (generally September or January)
  - d. Funds will be advanced **no earlier than** one month before employment begins as defined in the faculty member's offer letter
  - e. Repayment of this salary advance will be established via equal payroll deductions over a term ending with the last month of the faculty member's current year academic pay ("Advance Payback Period", generally a nine or twelve month term for faculty starting in September). Faculty members may request to repay this advance over a shorter time period.
  - f. In order for this *Salary Advance Request* to be granted, the requesting faculty member must receive approval in accordance with Part II of this form and submit the completed form to the Payroll Office.
  - g. In order for this *Salary Advance Request* to be granted, the Payroll Office must receive confirmation of work eligibility and tax withholding status. It is the faculty member's responsibility to provide confirmation by submitting properly completed I-9 and W-4 Forms.
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***Part I: To be completed by the requesting faculty member.***

I hereby request that some or all of my first net paycheck be provided to me in advance of my scheduled pay date. I understand that the full amount of the salary advance is considered taxable income and subject to employment tax withholding in the calendar year in which it is received.

In the event that: a) I do not arrive at the University to begin to fulfill my responsibilities; or b) do not maintain my employment at the University until the end of the Advance Payback Period, I hereby promise to repay the outstanding balance of my advance in full at 0% annual interest within 7 days from the later of the start date identified in my offer letter or the date my employment is terminated.

**Advance Requested By (date)<sup>1</sup>:** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

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<sup>1</sup> Advances will not be issued more than thirty (30) days prior to the date employment begins. Attach copy of offer letter indicating employment start date (with salary blackened out).

Reason for the advance (attach documentation supporting the full Amount Requested (i.e. lease document showing required deposit for an apartment):

Check one:

A. \_\_\_\_\_ I will repay this Advance in equal installments via payroll deduction over the term of my current academic year salary pay schedule

OR

B. \_\_\_\_\_ I wish to repay this Advance in equal installments via payroll deductions ending with my paycheck dated \_\_\_\_\_<sup>2</sup>

Name (print): \_\_\_\_\_

LIN/SSN: \_\_\_\_\_

Department: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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***Part II: To be completed by the individuals whose approvals are required as indicated below.***

A salary advance may be extended to a newly hired faculty member if he/she has met the terms of the policy as specified above. If the requesting faculty member fails to arrive for his/her appointment at the University or fails to repay the full advance to the University, the Banner index below will be charged for any outstanding amount due.

**Required signatures and approvals:**

**Dean**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Index to be Charged for Advance in Event of Default: \_\_\_\_\_

**Provost**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Treasurer**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>2</sup> Enter month-end date. Must be a date earlier than Option A.

***Return the completed form to: Payroll Office, 524 Brodhead Avenue***