



HR105 Short-term Advance Application and Agreement

(Available to employees appointed to reduced FTE schedule positions prior to July 1, 2017 only)

Section 1: Employee Information

_____ Employee's Full Name	_____ PSU ID Number	_____ Email Address	_____ Supervisor
_____ Home Address – Please include City, State & Zip		_____ Phone Number	_____ College/Department/Unit
Last Day Worked: _____		Return Date: _____	

Please be aware that employees will be eligible for a pay advance only during periods of unpaid status (i.e. during University reduced FTE leave). Approved advance payments will be made on the dates indicated below in Section 2. If an employee works less than a full month, they will be eligible for an advance equal to 67% of their monthly gross pay spread over twelve months. Meaning, if an employee begins no pay status on July 1, 2018 and returns to work on August 15, 2018, the employee may be approved for an advance based on the July 1 - August 15 period of no pay only. The maximum allowable advance is equal to 67% of current total gross pay for the period of no pay.

Section 2: Advance Request

Please indicate the amount of advance you would like to request for each of the months listed below. The amount requested may not exceed 67% of your current annual gross income divided by 12. For example, if current annual gross pay equals \$24,000, divide \$24,000 by 12, which equals \$2,000 in monthly gross income. In this example the maximum allowable advance is 67% of \$2,000 (\$2,000 x .67=\$1,340).

If a request is for a month of partial pay, the amount requested may not exceed 67 % of the difference between the expected gross pay and the monthly gross income as calculated above. If you would like assistance in determining your expected gross pay for a partial month of work, please consult with your unit's human resources or financial office.

- **Full month formula** (monthly gross pay) x .67 = maximum allowable pay advance
- **Partial month formula** (monthly gross pay - estimated partial month gross pay) x .67 = maximum allowable pay advance

Advance Request Pay Date Amount Requested

July 31, 2018

(Form must be received by July 16, 2018.)

August 31, 2018

(Form must be received by August 15, 2018.)

Section 3: Repayment Schedule

All approved advances paid to employees must be paid back to the University no later than December 1, 2018, which can be repaid through a one-time payment or through monthly installments. For example, a total pay advance of \$2,000 (\$1,000 paid on July 31, 2018 and \$1,000 paid on August 31, 2018) may be paid back in as many as four \$500 installments (September, October, November and December 2018). An employee who wishes to pay back over fewer months may do so. All payments must be made to the employee's unit financial office no later than December 1, 2018. Please indicate your desired payment schedule below.

Repayment Due	Repayment Amount
September 1, 2018	_____
October 1, 2018	_____
November 1, 2018	_____
December 1, 2018	_____

Section 4: Agreement

- I understand that if approved for an advance I will be responsible for paying back the funds advanced to me by the University no later than December 1, 2018.
- All such payments shall be made to my work unit financial office by check made payable to The Pennsylvania State University.
- I understand that if I separate from employment with the University prior to full repayment of any approved advance I will be responsible for the remaining outstanding balance at the time of separation and authorize the University to deduct any remaining balance from my final paycheck and/or vacation payout.
- I understand that monthly deductions for elected benefits will not be deducted from any approved advance and that I will be billed separately for all elected benefits continued in periods of no pay.
- I further understand that this advance program is being offered for the purposes of assisting HR105 Reduced FTE Schedule staff appointed prior to July 1, 2017 and for the purposes of the July 1, 2018 transition year only.
- By signing below I indicate my agreement with the terms of this application and agreement, as set forth herein.

Employee Signature

Date

Print Employee Name

Please direct questions to HR Services at 814-865-1473 or submit an inquiry via WorkLion (worklion.psu.edu).

Section 5: (Human Resources and Financial Office approval)

Please obtain a signature from your work unit's HR office prior to submitting to your work unit's Financial Office for final approval.

This form must be submitted to your work unit's Financial Office prior to the following deadlines:

- July 16, 2018 in order to receive an advance on July 31, 2018.
- August 15, 2018 in order to receive an advance on August 31, 2018.

Human Resources Approval

Date

Financial Office Approval

Date