



OREGON DEPARTMENT OF FISH & WILDLIFE PROCEDURE

Administrative Services Division

Title:	Salary Advances	ASD_246_01PR
Supersedes:	November 1, 2018	
Applicability:	All eligible ODFW employees	
Reference:	ORS 292.033, ORS 292.036 and ORS 293.330; OAM 45.25.00.PO, OAM 45.25.00.PR; SEIU Collective Bargaining Agreement	
Effective Date:	June 5, 2020	Approved:

I. PURPOSE

To outline the procedure ODFW employees will use to request a Salary advance. Providing salary advances is administratively costly and will be allowed only in financial emergency situations.

II. DEFINITIONS

Emergency - An emergency situation shall be defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee. Emergencies include but are not limited to the following circumstances:

1. Death in family
2. Major car repair
3. Theft of funds
4. Automobile accident (loss of vehicle use)
5. Accident or sickness
6. Destruction or major damage to home
7. New employee lack of funds (maximum – one (1) draw)
8. Moving due to transfer or promotion

III. PROCEDURE

A. Roles and Responsibilities

Employee	1	Complete DAS form 75.45.02.FO Request for Payroll Advance and submit to supervisor along with information to support the reason indicated.
Immediate Supervisor	2	<p>Review the request to ensure that appropriate supporting documentation is provided. Make a reasonable assessment of the request for compliance with emergency situations.</p> <p>If denying the request, return to the employee and provide an explanation.</p> <p>If approving the request, sign the request and fax along with the supporting documentation to Disbursements Manager.</p>

Disbursements Manager or other OSPA Authorized Signor	3	Review the salary advance and communicate with the Immediate Supervisor if an advance is questionable or does not have supporting documentation. Forward any medical information supporting the request to Human Resources Records staff to be placed in the employee's medical file, making a notation on the form this has been done and then forward the pay advance request to Payroll to be processed.
Payroll Technician	4	Verify the amount of advance requested does not exceed the net pay the employee would otherwise receive at their next regular payday based on gross pay earned through the date of the request, considering any known garnishments. Forward the request to Oregon State Payroll System for processing. A check will be issued from the next available manual check run. Contact the employee with the date and time to pick up the check.
Business Services	5	Pick up manual payroll checks from DAS and deliver to Payroll Assistant.
Payroll Assistant	6	If the requesting employee is located at Headquarters, call the employee to come and sign for the check. If the requesting employee is located at a site other than Headquarters, mail the check to the employee's home address unless informed differently in writing.

IV. CLARIFICATIONS

Salary advances are for rare or unexpected occurrences or circumstances that the employee did not know of beforehand and demands immediate attention so as not to unnecessarily interfere with the employee's ability to attend work.

Documentation will be provided as follows:

Approved Situations and the Supporting Information Needed (documentation)

Death in family- Only the Department of Administrative Services Request for Payroll Advance form is required.

Major car repair- A written estimate from the repair shop or the individual repairing the vehicle.

Theft of funds- A copy of the police report. If the report has not been completed then something in writing from the employee that provides the name of the law enforcement agency contacted and the case number assigned.

Automobile accident leading to loss of vehicle use- A copy of the police report. If the report has not been completed then something in writing from the employee that provides the name of the law enforcement agency that responded and the case number assigned. If no law enforcement agency responded then something in writing from the employee providing the name of the insurance company contacted and the claim number assigned.

Accident or sickness- If the accident or sickness resulted in time off, attach a copy of the Employee Leave Request form (or email approval) and ask the employee to submit something in writing with a brief statement that the salary advance is needed due to expenses directly relating to the accident or sickness.

If the employee has expended money for emergency purchase or repair of medical equipment or prescriptions attach a copy of the receipt. If the employee needs the money to repair or purchase medical equipment or prescriptions, attach a copy of the estimate if one is available. If an estimate is not available, ask the employee to submit a brief statement that the salary advance is needed due to expenses directly relating to the accident or sickness.

Destruction or major damage to home- A copy of the police report. If the report has not been completed, then something in writing from the employee providing the name of the law enforcement agency contacted and the case number assigned. If no law enforcement agency responded, then something in writing from the employee providing the name of their insurance company and the claim number assigned. If the incident was not turned in to an insurance company, then a written estimate from business or individual doing the repairs (the individual can include the employee).

Unreimbursed moving expenses due to transfer or promotion- A copy of the transfer notice or offer letter.

"Other" - Those Circumstances Not Listed on the Form Which May Be Approved

--Employee has received a subpoena to appear in court and travel and lodging is required. Attach a copy of the subpoena.

--Attorney fees or a legal matter. Attach a copy of the request for payment from the law office. If one is not available, then a brief written statement from the employee that the salary advance is needed for an unforeseen legal matter.

--Temporary interruption or loss of employment by spouse or domestic partner (one time advance). A brief written statement from the employee that the salary advance is needed due to loss of employment by spouse or domestic partner.

"Other" - Those Circumstances Generally Not Approved

Situations where the employee has or should have known about such as:

- School expenses
- Non-job related moving expenses
- Utilities