



# UMassAmherst

## Emergency Salary Payment Procedure

The purpose of an emergency salary payment is to bridge the gap in pay for employees who, through no fault of their own, have missed at least one paycheck. The steps to obtain an emergency salary payment are as follows:

Requests for emergency salary payments must be approved and signed by the department head. This approval may not be delegated. Requests without the required approval will be sent back to the department for proper authorization.

The request must be made in writing and must include the following information:

- Employee Name
- Start date of appointment
- An explanation as to why the personnel paperwork was not processed in a timely fashion
- If available, please provide the employee's identification number (Employee ID, Campus ID or Social Security Number)

Please forward all emergency salary payment requests to:

Juan Jarrett, Assistant Vice Chancellor for Human Resources  
Division of Human Resources  
331 Whitmore Administration Building  
545-0380

All required personnel action forms and supporting documentation (including I-9's, etc.), and/or submission of Late Pay hours must have been received in HR before an emergency salary payment will be generated.

Emergency salary payment forms will be generated on three specific days in the biweekly pay schedule, unless otherwise authorized by the Assistant Vice Chancellor for Human Resources (or designee):

- For pick-up on a Friday payday, the request and supporting documentation must be received by 5 p.m. the previous Wednesday. Authorized payment forms will be available after 9:30 a.m. on Friday.
- For pick-up on the Monday following a payday, the request and supporting documentation must be received by 3 p.m. the previous Friday. Authorized payment forms will be available after 1:00 p.m. on Monday.
- When there is a Monday holiday following a payday, an emergency salary payment can be requested for pick-up on the Tuesday following a payday. The request and supporting documentation must be received by 10:00 a.m. on Tuesday. Authorized payment forms will be available after 1:00 p.m. on Tuesday.

Emergency salary payments will be issued for up to 70% of the anticipated amount due. Exceptions to this limit must be approved by the Assistant Vice Chancellor for Human Resources.

Payment authorization forms may be picked up in Whitmore 325 between 10 a.m. and 3 p.m. The employee must bring a picture ID (driver's license, UCard, etc.) and will be asked to sign the emergency salary payment form on which s/he agrees to repay the advanced amount from their next paycheck. The employee will bring the authorization form to the Bursar's Office (Whitmore 215). The Bursar's Office will issue a check for the authorized amount.

Effective: September 26, 2005