



TO: College Community

FROM: Payroll Services

DATE: 4/20/2022

RE: Salary Advance Process

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In accordance with CUNY directives, the College has updated its Salary Advance Process to conform with current University and New York State Office of the State Comptroller (OSC) financial accounting guidelines.

The details of the changes, as it relates to the College's employees, are provided below.

1. Salary advances will only be considered in situations in which a College processing error has disrupted the regular payroll for one of its employees.
2. Salary advances must be approved by the College's Payroll Services.
3. Salary advances are not to exceed 60% of the expected salary amount.
4. An employee being considered for a salary advance must be established as a vendor in CUNYfirst.
5. As a consequence of this, employees will be required to register with CUNY's Vendor Management Unit (VMU). Upon the employee's successful completion of the registration process, the College can then proceed to issue the salary advance payment to the employee.
6. Salary advances must be repaid in their entirety upon the employee's receipt of their next payroll check.

To begin the process, the affected employee must submit a written request for salary advance to the College's Payroll Services Office at [Payrollservices@ccny.cuny.edu](mailto:Payrollservices@ccny.cuny.edu). Supporting documentation may be required.

If you have any questions, please feel free to contact Payroll Services at [Payrollservices@ccny.cuny.edu](mailto:Payrollservices@ccny.cuny.edu).

Thank you.