



TO: College Community

FROM: Payroll Services

DATE: 9/2/2026

RE: Salary Advance Process

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. Repayment of the salary advance will be made through a deduction code on the employee's next payroll check. The deduction will appear on the employee's paystub under "After Tax Deductions."

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. Supporting documentation may be required.

If you have any questions, please feel free to contact Payroll Services at Payrollservices@ccny.cuny.edu.

Thank you.