

<b>OREGON ACCOUNTING MANUAL</b>		Number 45.25.00.PR
Oregon Department of Administrative Services State Controller's Division		Effective Date March 4, 2003
Chapter	<b>Payroll</b>	.1 OF .2
Part	<b>Salary Advances</b>	
Section		Approval  Signature on file at SCD

### Processing Through Agency Revolving Fund

- .101 Agencies having their own means of preparing salary advances by issuing revolving fund checks:
- Issue internal procedures governing salary advances in accordance with [45.25.00.PO](#) and applicable collective bargaining agreements.
  - Accept and pay requests for salary advance per agency procedures.
  - Make the necessary entry on the Oregon State Payroll Application (OSPA) deduction screen to ensure the salary advance is deducted from the employee's next regular paycheck.

### Processing Through Oregon State Payroll Services

- .102 Agencies who request Oregon State Payroll Services (OSPS) Support Services to prepare salary advance checks (including separation payments) must properly authorize those individuals who are permitted to approve pay requests.
- Provide OSPS with a completed and signed form [75.45.01.FO, Authorized OSPA Signatures](#). An agency administrator must sign the form. The administrator may designate an alternate to approve on his/her behalf. The designee may authorize and change subordinate signers on subsequent form submissions.
  - Each time a subordinate signer must be added, deleted, or changed, a new Authorized OSPA Signatures form is required. The administrator's designee may approve these changes.
  - Payroll advances will not be issued without a valid Authorized OSPA Signatures form on file in OSPS, nor will payment requests be accepted by OSPS from any person who is not an authorized signer.
- .103 Salary advances are ordered as follows:
- The requesting employee completes and submits to the agency form [75.45.02.FO, Request for Payroll Advance](#), specifying the dollar amount of the requested advance. The employee must sign the request.
  - The request must be signed by the employee's supervisor and approved by an authorized agency signer.

- c. The agency must review the request and verify that the reason for the request is in line with the provisions of any prevailing collective bargaining agreement or with OAM [45.25.00.PO](#).
  - d. The agency must review to ensure that the dollar amount of the request does not exceed the maximum 60% of wages due as of the date of request taking into consideration any active involuntary withholding orders.
  - e. The request is forwarded to OSPS and will be processed and a check issued from the next available manual check run.
  - f. The employee may personally pick up the check only if the agency has pre-authorized the pick-up in writing to OSPS. The employee must present photo identification.
- .104 Salary advances for separation payments are ordered as follows:
- a. Presented as a printed copy of the P370, Calculation of Current Payoff screen.
  - b. Signed by an approved agency signer.
  - c. The request is forwarded to the OSPS office and will be processed and a check issued from the next available manual check run.
  - d. The employee may personally pick up the check only if the agency has pre-authorized the pick-up in writing to OSPS. The employee must present photo identification