



AG Call
August 6, 2019

PY: Salary Advance Request (MSN)

- Salary Advances can only be requested for brand new FA/AS/LI employees and cannot exceed 35% of monthly gross salary
- Requests for 2019 salary advances are due Friday, August 23, 2019
- Resulting off-cycle payments created by the UWSC will be dated September 4, 2019 (bank posting may take 2-3 business days)
- The employee must complete the Salary Advance Request and Payroll Deduction Form (<https://www.wisconsin.edu/financial-administration/forms-and-publications/>)
- ACH enrollment is strongly encouraged at the time the Salary Advance Request is completed to avoid enrollment in Focus Pay Card
- Salary Advance form is to be kept at the Division Office for your records

PY: Salary Advance Request (MSN)

- Methods available to request salary advance:
 - Complete spreadsheet and send to ag1@uwsa.edu with "Salary Advance 2019" in the subject line
 - Complete the request form located at
 - <https://uwservice.wisconsin.edu/administration/salary-advance/>
 - This option will be routed directly to the UWSC and a WiscIT will be created
- Salary Advances will include a negative gross adjustment to be taken on the September payroll (negative gross will be entered by the UWSC)
- Policy reference: UW System Administrative Policy 230(6)G
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/salary-fringe-benefit-calculations/>

PY: Salary Advance Request (Non-MSN)

- Salary Advances can only be requested for brand new FA/AS/LI employees and cannot exceed 35% of monthly gross salary
- Options for processing Salary Advance Requests:
 - Use Campus Contingent Fund to issue the salary advance payment with an off-setting Accounts Receivable deduction to be taken on the September payroll
 - Submit a request to the UW Service Center for an off-cycle payment for the salary advance which will include a negative gross adjustment to be taken on the September payroll (negative gross will be entered by the UWSC)
 - To submit an off-cycle payment request:
 - Complete the spreadsheet and email to your AG with "Salary Advance 2019" in the subject line
 - Complete the request form located at:
 - <https://uwservice.wisconsin.edu/administration/salary-advance/>
 - This option will be routed directly to the UWSC and a WiscIT will be created

PY: Salary Advance Request (Non-MSN)

- If you choose to use the off-cycle payment to request a salary advance:
 - Requests for 2019 salary advances are due Friday, August 23, 2019
 - Resulting off-cycle payments created by the UWSC will be dated September 4, 2019 (bank posting may take 2-3 business days)
- The employee must complete the Salary Advance Request and Payroll Deduction Form (<https://www.wisconsin.edu/financial-administration/forms-and-publications/>)
- ACH enrollment is strongly encouraged at the time the Salary Advance Request is completed to avoid enrollment in Focus Pay Card
- Salary Advance form is to be kept at the Division Office for your records
- Policy reference: UW System Administrative Policy 230(6)G
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/salary-fringe-benefit-calculations/>