**Purpose**

To provide guidance to Payroll personnel and all employees of the university regarding pay advances.

**Policy**

The university does not permit pay advances for faculty, staff or student employees.

**Definitions**

Intentionally left blank

**Procedures**

Intentionally left blank

**Guidelines**

Intentionally left blank

**References**

Intentionally left blank

**Responsibilities**

Intentionally left blank

**Required Forms**

Intentionally left blank