

Update on Payroll Issue

This is management's error and the responsibility is on management to compensate the employees correctly and timely. It is our position that any employee who is missing at least 8 hours of pay regardless if it is straight time, holiday or overtime pay is entitled an Emergency Salary Advance.

An employee may request and management is authorized to do an *Emergency Salary Advance* in accordance with the *Postmaster's Field Guide, Handbook F-101-Field Accounting Procedures, and PS-Form 2240 (Attached)*.

According to the *Postmaster's Field Guide: Policy and Procedure 54.1*:

Payroll Work or Leave Hours Adjustments

When an employee receives a salary check that is substantially less than the amount due, a payroll adjustment authorized by the postmaster, manager, or supervisor is required.

1. If the employee requests an emergency salary due to a salary check received that is less than the amount due, in addition to the payroll adjustment, the postmaster, manager, or supervisor must also complete an emergency salary authorization.
2. If the actual net amount cannot be determined for an emergency salary authorization, management may authorize an amount equal to 65 percent of the estimated gross as a guideline to calculate the net amount due.

Note: An interim emergency salary is not authorized for the following:

- Claims less than a full day of pay.
- Terminated employees.
- Equipment maintenance allowance (EMA).
- Employee business expense (EBE).
- Back pay awards.

Language in the *F-101 Field Accounting Procedures* Section 23-3, the language is very similar:

23-3.1 Overview

23-3.1.1 Authorized Conditions

Postmasters and supervisors are authorized to issue emergency salary to an employee in the following circumstances:

- a. An employee receives a salary check that is substantially less than the amount due. Use AIC 554.
- b. An employee does not receive a salary check, which is listed in the payroll register as being issued. Use AIC 754.

- c. New employees, including casuals, do not receive a salary check due to a late PS Form 50, Notification of Personnel Action. Use AIC 554.

See part 23-3.2 for information on issuing an authorized emergency salary.

23-3.1.2 Unauthorized Conditions

Postmasters and supervisors are not authorized to issue emergency salary in the following circumstances:

- a. The direct deposit amount is validated in the payroll register. The employee must contact his or her bank for resolution.
- b. The claim is for less than a full day of pay.
- c. The employee has been terminated.
- d. For equipment maintenance allowance.
- e. For an employee business expense.
- f. For back pay awards.
- g. For grievance settlements, if payment is due to the employee within 60 days.
- h. Employee receives a check and the check is subsequently lost or destroyed. (Follow procedure in part 23-1.6.)