

23-3 Employee Emergency Salary Issuance

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](#).)

23-3.2 Issuing Emergency Salary

23-3.2.1 Forms Used

If the net amount cannot be determined for an emergency salary authorization, the unit manager may authorize an amount equal to 65 percent of the estimated gross as a guideline to calculate the net amount due.

If an employee receives a payroll check that is less than the amount due or the payroll register does not show that a check was issued to the employee, the supervisor completes top and bottom of the appropriate form and provides the form to the employee.

- PS Form 2240 for nonrural carriers.
- PS Form 2240-R for regular rural carriers.
- PS Form 2240-RA for auxiliary rural carriers.

Note: Do not authorize a payroll adjustment in AdjustPay if an emergency salary is issued.

If emergency salary is issued to a nonrural employee and is for both weeks of a pay period, the supervisor must do the following:

- a. Complete one PS Form 2240 for week 1 and another PS Form 2240 for week 2.
- b. On the Week 2 PS Form 2240, do the following:
 - (1) Complete bottom portion of the form, in lieu of PS Form 1608, *Emergency Salary Authorization*.
 - (2) Enter the amount of emergency salary to be issued for each week (Week 1 and Week 2).
 - (3) Complete the **Issuing Retail Unit Number (10 digit)** section of PS Form 2240 with the appropriate number.
 - (4) Enter the total amount of emergency salary issued in the **Total Amount of Advance for Pay Period** section of PS Form 2240.
 - (5) Ensure an amount is entered in both the Week and the Total box.

23-3.2.2 PRU Procedure

The employee does the following:

- a. Signs the bottom of the appropriate PS Forms 2240, 2240-R, or 2240-RA indicating that the advance was received and agrees to repay the advance.
- b. Presents authorized PS Form 2240, 2240-R, or 2240-RA to the PRU.

The PRU does the following:

- a. Ensures that PS Form 2240, 2240-R, or 2240-RA is signed by both the employee and the authorizer.
- b. Issues a no-fee money order (AIC 100 and AIC 101) for the authorized amount according to the PS Form 2240, 2240-R, or 2240-RA and offsets with AIC 554 and AIC 586 on PS Form 1412. (For AIC 586, POS and eMOVES units use Reason Code 27, Payroll Adjustment, Payment Issued.)
- c. Ensures the no-fee money order and the PS Form 3544, *USPS Receipt for Money or Services*, or system-generated receipt (3544) is provided to the employee.
- d. Attaches the money order receipt and a copy of PS Form 3544 or system-generated receipt (3544) to a copy of the PS Form 2240, 2240-R, or 2240-RA and files locally.
- e. Submits the original PS Form 2240, 2240-R, or 2240-RA to the SIC.

Note: Following above procedures will result in automatic collection.

23-3.2.3 Emergency Salary Issued for Nonreceipt of a Salary Check

If an employee does not receive a salary check which is listed in the payroll register as being issued, follow these procedures.

The supervisor does the following:

- a. Refers to the payroll register for the amount to be issued.
- b. Completes PS Form 1608 and provides to the employee.

The employee does the following:

- a. Signs the PS Form 1608.
- b. Presents authorized PS Form 1608 to the PRU.

The PRU does the following:

- a. The RA issues a no-fee money order (AIC 100 and AIC 101) for the authorized amount indicated on the PS Form 1608 and offsets with AIC 754 and AIC 586 on PS Form 1412. (For AIC 586, POS and eMOVES units use Reason Code 26, Emergency Salary.)
- b. The RA gives the no-fee money order and the PS Form 3544 or system-generated receipt (3544) to the employee.
- c. The RA attaches the money order receipt and a copy of PS Form 3544 to the PS Form 1608.
- d. The closeout employee files the PS Form 1608 locally as supporting documentation for PS Form 1412. Do not send PS Form 1608 to the SIC.
- e. The unit manager documents emergency salary issued and cleared:
 - POS units — The Unresolved Employee Items module in POS maintains the details of all pending employee items to be resolved by the unit.
 - eMOVES units — The Unresolved Employee Item report in eMOVES maintains the details of all pending employee items to be resolved by the unit.
 - IRT units — Use the Unresolved Employee Items Log — AIC 754 Emergency Salary Issued (see Appendix [C](#), [Exhibit C-9](#)).

The emergency salary issued for a nonreceipt of a salary check must be collected from the employee when the original or replacement check is received by the employee.

Note: The supervisor of the unit reporting the emergency salary issued is responsible for local collection.

23-3.2.4 **Grievance Settlement Prepayment**

If an employee is not paid within 60 days after submission of all the necessary grievance settlement documentation, then an interim emergency salary may be issued equal to 65 percent of the gross amount due, as long as the adjustment is for less than 80 hours. (See the following table for guidelines.)

Payroll

If the employee...	Can Emergency Salary Be Issued?	Documentation	Process	AIC
Is due a payment for grievance settlement within 60 days.	No	Appropriate documentation as required by Compensation.	The postmaster, manager, or supervisor submits the appropriate documentation as required by Compensation Letter 2004-050.	N/A
Does not receive payment within 60 days after the grievance settlement is submitted to Accounting Services and the claim is for less than 80 hours. Note: Grievance prepayments of 80 hours or more can not be issued locally.	Yes	Appropriate documentation as required by Compensation and an authorized PS Form 1608.	<p>The postmaster, manager, or supervisor submits the appropriate documentation as required by Compensation Letter 2004-050.</p> <p>The employee signs the PS Form 1608 and presents the authorized form to the PRU.</p> <p>The PRU does the following:</p> <ol style="list-style-type: none"> a. Issues a no-fee money order for the authorized amount and offsets with AICs 754 and 586 on PS Form 1412. (For AIC 586, POS and eMOVES units use Reason Code 26.) b. Files PS Form 1608 as supporting documentation for PS Form 1412. c. Documents emergency salary issued and cleared. <ul style="list-style-type: none"> ■ POS and eMOVES units — use the Unresolved Employee Items report in POS or eMOVES. ■ IRT units — use the Unresolved Employee Items Log — AIC 754 Emergency Salary Issued (see Appendix C, Exhibit C-9). 	754
			<p>Emergency salary issued must be collected from the employee no later than receipt of check containing the adjustment.</p> <p>Note: The supervisor of the unit issuing the no-fee money order is responsible for local collection of the emergency salary issued.</p>	354
Does not receive payment within 60 days after the grievance settlement is submitted to Accounting Services and the claim is for 80 hours or more.	No	Appropriate documentation as required by Compensation.	The postmaster, manager, or supervisor submits the appropriate documentation as required by Compensation Letter 2004-050.	N/A

To request a grievance prepayment for settlements of 80 hours or more, the authorizing manager or supervisor must send the request via one of the following:

- a. E-mail request to *Eagan.Grievance.Prepay@usps.gov*.
- b. Submit a written notification to the following address:

PAYROLL SERVICES – PL 9631
ACCOUNTING SERVICES
2825 LONE OAK PKWY
EAGAN MN 55121-9631

23-4 Military Leave

23-4.1 **Inquiries**

Paid military leave is authorized absence from postal duties without loss of pay, time, or performance rating. Paid military leave is granted to eligible employees who are National Guard members or Armed Forces Reservists.

Direct all employee inquiries to the employee's supervisor.

Direct all supervisor inquiries to the local TACS office.

23-4.2 **Allowance**

Postmasters and supervisors may request that a military leave allowance be established. The procedure is as follows:

- a. The postmaster or supervisor calls the local TACS office.
- b. The manager of the local TACS office processes the request by contacting Payroll Services. If the employee is eligible, Payroll Services will establish the military leave allowance.
- c. Military leave allowance can be verified by the employee's supervisor or the local TACS office.

The supervisor may view military leave balance information in TACS or TACS AdjustPay. The AAD935P3 and AAD935P4, Military–Leave Report, may also be used to determine whether military leave has been advanced.

23-5 Leave Buyback

Leave buyback may be approved for those employees who are injured on the job with an approved claim for compensation.

All employee requests for leave buyback must be submitted to the District Injury Compensation Office.