

UNITED STATES POSTAL SERVICE  
RIO GRANDE DISTRICT



DISTRICT INSTRUCTION

NUMBER	EFFECTIVE DATE	ORIGINATING UNIT/TELEPHONE NUMBER
FIN-2014-011	April 22, 2015	District Finance Office (210) 368-8338
SUBJECT	FUNCTIONAL AREA MANAGER APPROVAL	
Emergency Salary Authorization	Manager, Finance	

- 1) **PURPOSE:** Employees might require emergency salary advances when their payroll payments are substantially less than the actual amount due. This instruction is to establish uniform policy regarding the issuance of emergency salary advances at ALL offices within the Rio Grande District.
- 2) **RESPONSIBILITY:** All Postmasters, Managers, and Supervisors.
- 3) **PROCEDURE:** If an employee does not receive any pay, or the missing pay is at least a full day's pay, and the employee requests a salary advance, the employee's manager or supervisor will:
  - A. Prepare a Form 2240 (use only the 2240, 2240-R, or 2240-RA dated 'March 2010', which have the built-in Form 1608 at the bottom of each form).
  - B. Ensure that the Form 2240 cross-foots to 40.00 hours and that it contains all required signatures in the pay adjustment section and in the 1608 section.
  - C. Fax the Form 2240 to the District Finance Office at 210-368-5509. Be sure to include a return contact number. The District Finance Office will check the form for errors and compute/verify the amount that will be advanced to the employee. If the form contains errors, the District Finance Office will contact the employee's office in order to advise as to what corrections must be made to the form.
  - D. When the form is re-faxed to the District Finance Office and found to be error-free, the local office will then be granted approval to issue the salary advance (recorded in AIC 554).
  - E. The local office will then fax the completed (final) Form 2240 to the District Finance Office. Upon receipt, the District Finance Office will forward the 2240 to the Scanning & Imaging Center on behalf of the local office.

Field offices will no longer mail the Forms 2240 to the Scanning & Imaging Center when they pertain to salary advances. Instead, each office will be expected to send the completed forms to Finance for review and approval.

- 4) **EFFECTIVE:** Immediately.

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District Manager Customer Service and Sales  
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**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.)

## ISSUING AN EMERGENCY SALARY QUICK REFERENCE

TABLE A - Employee receives a salary check that is substantially less than the amount due or late Form 50 processing.

**Note:** This procedure will result in an automatic collection of the interim salary payment.

Situation	Policy	Form Required	Procedure
<p>Employee requests an interim salary payment due to a salary check that is substantially less than amount due.</p> <p>This also includes when employee does not receive a salary check because the check was not issued.</p>	<p>The employee's supervisor may authorize an interim salary payment when the employee's salary check is missing a full days pay or more.</p> <p>Use 65% of the estimated gross as a guideline to calculate the amount due the employee.</p>	<p><b>Non-rural employees:</b> PS Form 2240, <i>Pay, Leave or Other Hours Adjustment Request</i>.</p> <p><b>Regular carriers:</b> PS Form 2240-R, <i>Rural Pay or Leave Adjustment Request</i>.</p> <p><b>Auxiliary rural carriers:</b> PS Form 2240-RA, <i>Rural Pay or Leave Adjustment Request for PS Form 1314-A</i>.</p>	<p><b>Postal Retail Unit</b></p> <ol style="list-style-type: none"> <li>1. Ensure the PS Form 2240 is signed by both the employee and authorizer.</li> <li>2. Issue a no-fee money order to the employee for the authorized amount.</li> <li>3. Enter the authorized amount in <b>AIC 554, Payroll Adjustment Payment Issued</b>.</li> <li>4. Offset the money order fee in AIC 586, <i>Fee Offset – No Fee Money Order</i>.</li> <li>5. Provide the original PS Form 3544, <i>USPS Receipt for Money or Services</i>, to the employee.</li> <li>6. Submit the original PS Form 2240 to the Scanning and Imaging Center (SIC).</li> <li>7. Attach the money order receipt and a copy of the PS Form 3544 to a copy of PS Form 2240 and file locally.</li> </ol> <p><b>POS ONE Offices</b></p> <ol style="list-style-type: none"> <li>1. Press <b>[Clerk Services/Back Office]</b> or <b>[Clerk Services]</b>.</li> <li>2. Select <b>&lt;Money and Accounts&gt;</b>.</li> <li>3. Select <b>&lt;GL Activity&gt;</b>.</li> <li>4. Select <b>&lt;Issue Payroll Adjustment Pay&gt;</b> (554) – PS Form 2240.</li> <li>5. Enter the required information.</li> <li>6. Select <b>&lt;Accept &amp; Continue to Payment&gt;</b>.</li> <li>7. Key in amount and select payment method (no-fee money order).</li> </ol>
<p>Employee requests an interim salary payment due to late 50 processing.</p>	<p>The employee's supervisor may authorize an interim salary payment when the employee's salary check is missing a full days pay or more.</p> <p>Use 65% of the estimated gross as a guideline to calculate the amount due the employee.</p>	<p><b>Non-rural employees:</b> PS Form 2240, <i>Pay, Leave or Other Hours Adjustment Request</i>.</p> <p><b>Regular carriers:</b> PS Form 2240-R, <i>Rural Pay or Leave Adjustment Request</i>.</p> <p><b>Auxiliary rural carriers:</b> PS Form 2240-RA, <i>Rural Pay or Leave Adjustment Request for PS Form 1314-A</i>.</p>	<p><b>Postal Retail Unit</b></p> <ol style="list-style-type: none"> <li>1. Ensure the PS Form 2240 is signed by both the employee and authorizer.</li> <li>2. Issue a no-fee money order to the employee for the authorized amount.</li> <li>3. Enter the authorized amount in <b>AIC 554, Payroll Adjustment Payment Issued</b>.</li> <li>4. Offset the money order fee in AIC 586, <i>Fee Offset – No Fee Money Order</i>.</li> <li>5. Submit the original PS Form 2240 to the Scanning and Imaging Center (SIC).</li> <li>6. Provide the original PS Form 3544, <i>USPS Receipt for Money or Services</i>, to the employee.</li> </ol> <p><b>POS ONE Offices</b></p> <ol style="list-style-type: none"> <li>1. Press <b>[Clerk Services/Back Office]</b> or <b>[Clerk Services]</b>.</li> <li>2. Select <b>&lt;Money and Accounts&gt;</b>.</li> <li>3. Select <b>&lt;GL Activity&gt;</b>.</li> <li>4. Select <b>&lt;Issue Payroll Adjustment Pay&gt;</b> (554) – PS Form 2240.</li> <li>5. Enter the required information.</li> <li>6. Select <b>&lt;Accept &amp; Continue to Payment&gt;</b>.</li> <li>7. Key in amount and select payment method (no-fee money order).</li> </ol>



TABLE B - Employee does not receive a salary check that was issued.

Situation	Policy	Form Required	Procedure
<p>Employee requests an interim salary payment due to non-receipt of a salary check that is listed in the payroll register as being issued.</p> <p>(If the salary check was not issued, follow the process in Side A.)</p>	<p>The employee's supervisor may authorize an interim salary payment when the employee's salary check is missing, lost, or stolen.</p> <p>The supervisor refers to the payroll register for the amount to be issued.</p>	<p>The supervisor completes <b>PS Form 1608, Emergency Salary Authorization</b>, and provides to the employee.</p> <p>If the salary check is missing (the whereabouts of the check is unknown), the supervisor also completes the <b>Stop Pay – Check Replacement and Photocopy Form</b>.</p> <p>The form is available at <a href="http://blue.usps.gov/accounting/services/paychecks/stoppayreqform">http://blue.usps.gov/accounting/services/paychecks/stoppayreqform</a>.</p> <p>Submit the form via email, fax, or mail to:</p> <p>Disbursing Branch, Accounting Services, 2825 Lone Oak Parkway, Eagan, MN 55121-9640</p> <p>Email: <a href="mailto:Mplsstop-Eagan_MN">Mplsstop - Eagan, MN</a></p> <p>FAX: 651-406-2749</p>	<p><b>Postal Retail Unit</b></p> <ol style="list-style-type: none"> <li>1. Ensure the PS Form 1608 is signed by the employee.</li> <li>2. Issue a no-fee money order to the employee for the authorized amount.</li> <li>3. Enter the authorized amount in <b>AIC 754, Authorized Emergency Salary Issued</b>.</li> <li>4. Offset the money order fee in AIC 586, Fee Offset – No Fee Money Order.</li> <li>5. Provide the original PS Form 3544, <i>USPS Receipt for Money or Services</i>, to the employee.</li> <li>6. Attach the money order receipt and a copy of the PS Form 3544 to a copy of PS Form 1608.</li> <li>7. File PS Form 1608 locally as supporting documentation for PS Form 1412. <b>(Do not send PS Form 1608 to the SIC.)</b></li> </ol> <p><b>POS ONE Offices</b></p> <ol style="list-style-type: none"> <li>1. Press <b>[Clerk Services/Back Office]</b> or <b>[Clerk Services]</b>.</li> <li>2. Select <b>&lt;Money and Accounts&gt;</b>.</li> <li>3. Select <b>&lt;GL Activity&gt;</b>.</li> <li>4. Select <b>&lt;Salary and Travel&gt;</b>.</li> <li>5. Select <b>&lt;Missing Payroll Check&gt;</b> (AIC 754 – PS Form 1608).</li> <li>6. Enter the required information. (Enter the Name and Employee ID of the employee receiving the funds and not the retail associate performing the transaction.)</li> <li>7. Select <b>&lt;Accept &amp; Continue to Payment&gt;</b>.</li> <li>8. Key in amount and select payment method (no-fee money order).</li> </ol>

Table C - When the supervisor receives the original or replacement check.

Step 1	Step 2	Step 3
Supervisor sends the original or replacement check to the postal retail unit (PRU).	Retail associate at the PRU enters the check in <b>AIC 354, Authorized Emergency Salary Cleared</b> .	POS Units must follow the workflow process for <b>Clear Unresolved Employee Item</b> using the Reference Number assigned to that item.



## Emergency Salary Authorization (Only for non-receipt of salary check)

Employee Name	EIN	PIP-YY	Unit ID (10-digit ID of office issuing the money order) _____
Position	Pay Location	Date	

Emergency Salary authorized to employee due to non-receipt of salary check. Post Office™ or postal retail unit will:

- 1) Issue no-fee Money Order for the authorized amount.
- 2) Record this amount into AIC 754, Authorized Emergency Salary Issued, in the 1412, Daily Financial Report.
- 3) Keep PS Form 1608 on file locally.

No-fee postal money order is issued as an authorized emergency salary to the above employee for the amount of: \$

Numeric Amount \$	Written Amount Dollars
Money Order Number	

### Privacy Act Statement:

Your information will be used to administer your compensation and payroll request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1206.

Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; and records pertaining to supervisors and postmasters may be disclosed to supervisory and other managerial organizations recognized by USPS.

Signature of Supervisor Authorizing the Emergency Salary	I hereby certify that I have received the above amount and will repay that amount upon receipt of my salary check.  (Employee's signature and date)
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