

UNITED STATES POSTAL SERVICE
RIO GRANDE DISTRICT



DISTRICT INSTRUCTION

NUMBER	EFFECTIVE DATE	ORIGINATING UNIT/TELEPHONE NUMBER
FIN-09-TACS-002	June 1, 2009	TACS Control Office/ (210) 368-8339
SUBJECT	FUNCTIONAL AREA MANAGER APPROVAL	
Emergency Salary Authorization	Manager, Finance	

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.

RESPONSIBILITY: All Postmasters, Managers, and Supervisors.

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:

- Prepare a Form 2240 (use only the 2240, 2240-R, or 2240-RA dated 'Dec., 2008', which have the built-in Form 1608 at the bottom of each form).
- Ensure that the form 2240 crossfoots to 40.00 hours and that it contains **all** required signatures in the pay adjustment section and in the 1608 section.
- Fax the Form 2240 to the District TACS Control Office (TCO) at 651-365-3163. Be sure to include a return contact number. The TCO will check the form for errors and compute/verify the amount that will be advanced to the employee. If the form contains errors, the TCO will contact the employee's office in order to advise as to what corrections must be made to the form.
- When the form is re-faxed to the TCO and found to be error-free, the local office will then be granted approval to issue the salary advance (recorded in AIC 554).
- The local office will then fax the completed (final) Form 2240 to the TCO. Upon receipt, the TCO 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 & Imagine Center when they pertain to salary advances. Instead, each office will be expected to maintain a local file for the Form 2240 and the related Form 1412.

EFFECTIVE: June 1, 2009.

Manny Arguello,
District Manager, Customer Service and Sales
1 Post Office Drive
San Antonio, TX 78284-9997



Pay, Leave, or Other Hours Adjustment Request

Salary Advance Adjustment Information

Issuing Finance No.	Year	PP	Week	Cause Code **	Amount of Advance \$	Cash, Check No. or Money Order No.
				** 1 - Salary Check Not Received. 2 - Salary Check Substantially Less than Net Amount Due.		

I hereby certify that I have received a salary advance of the above amount. I authorize the USPS to recover this amount in the calculation of the salary check that reflects the appropriate adjustment, or subsequent salary checks, as required, to satisfy this debt.

Employee Signature and Date:

To: ●	Processed by	
	Year	PP
	ADJ Code	Reason Code

Employee's Name	D/A	RSC	Level	Finance No.	Social Security No.	Yr.	PP	Wk.
Card Type 1230 Only Work or Leave Hours 0 1230-C Only New Employee or Replacement Card 1 Higher Level 2 Card Type Must Be Entered at Right and Must Match the Original Record Paid.	57	58	59	60	61	62	Card Type	52
	Holiday Work -	Holiday Leave +	Part Day LWOP +	Full Day LWOP +	Court Leave +	Guar. Time +	↑ CARD TYPE	Work Hours +
	43		65	66	67	68		53
	Penalty Overtime -		Meeting Time	Convention Leave +	Military Leave +	Guar. O.T. -		Overtime -
	69	70	71	49	73	72		54
	Blood Donor Leave +	Stewards Duty Time	Cont. of Pay	LWOP on OWCP +	Out of Schedule	Sunday Prem. Hrs.		Night Work
74					76	55		
Christmas Work					Non. Sched. X FT Hr. +	Annual Leave +		
98	90	91	93	95		56		
HL Cont. Code	RSC LEVEL		H/L LD	Dual D/A		Sick Leave +		

Remarks

Return to: (Issuing office complete this information)

Employee's Signature and Date

Adjustment Clerk's Signature and Date

Approving Officer's Signature and Date