1. PURPOSE:

The purpose of this procedure is to specify the method and practice of the requests of salary and emergency advances of the staff working at Koç University.

2. SCOPE:

This procedure applies to all administrative and academic staff working at Koç University.

3. REFERENCES:

3.1. Koç Group Salary Advance Procedure

3.2. Koç Holding Pension and Support Fund Foundation Financing Regulation (http://www.khev.org.tr/)

4. RESPONSIBILITIES:

4.1. The President is responsible for the enforcement of this procedure.

4.2. The President is responsible for the approval of any request of advance.

4.3. The Human Resources Directorate is responsible for the drafting, updating and implementation of this procedure.

4.4. The staff member requesting an advance payment is responsible for filling the Advance Payment Form and submitting it to the Human Resources Directorate after having it approved by his/her department manager.

4.5. The Comptroller's Office is responsible for the payment of the requests of advance.

5. DEFINITIONS:

5.1. Salary Advance

It is the advance requested by the staff and be deducted from his/her salary at the end of the month.

5.2. Emergency Advance

In case of not being available to get a financial aid from Koç Holding Pension and Support Fund Foundation, it is the advance requested by the staff as a result of emergency health requirements with respect to himself/herself and/or his/her immediate family (spouse, sister, brother, parents and children) to be paid back in instalments in a longer period than a month.

5.3. Koç Holding Pension and Support Fund Foundation Financial Aid

It is the financial aid given by Koç Holding Pension and Support Fund from the amount accrued in the accounts of the foundation to its members free of interest and on condition to be paid back in instalments in order to meet the needs of the staff in definite proportions.

5.4. Department Manager

It is the top manager within the department of the relevant staff member.

6. BASIC PRINCIPLES:

6.1. Salary Advance

6.1.1. The amount of the salary advance requested by a staff member cannot exceed the half of his/her monthly gross salary remaining after the other deductions applied.

6.1.2. The staff with an outstanding emergency advance cannot receive any salary advance.

6.1.3. Advance payment requests may be requested through the HR portal until the 12th of each month. After the request is approved by the relevant Unit Manager, it will be approved by Human Resources and transferred to the SAP system.

6.1.4. Once the advance payment request has been approved and transferred to the SAP system, it will be deposited in the following week by the Comptroller's Office to the salary account of the personnel who made the request.

6.2. Emergency Advance

6.2.1. The emergency advance intends to provide financial support for curing the emergency health problems encountered by the staff member himself and/or his/her immediate family (spouse, sister, brother, parents and children).

6.2.2. In order for emergency advance payment to be used for meeting the financial needs of a staff member caused by emergency health problems, the health problem has to be evidenced in writing.

6.2.3. The amount of the emergency advance received by a staff member cannot exceed the monthly gross salary of the relevant staff member and can be withdrawn on condition to be paid back in maximum 6 months. Requests to pay back in 7-12 month are subject to the approval of the President.

6.2.4. Due to the requirements of financial calendar, the instalment planning of advance payments is organized in a way to be paid off on the month of December of each year. The requests not conforming to the financial calendar planning are subject to the approval of the President.

6.2.5. In order for an emergency advance to be granted, the staff member should serve the legal probationary period of 2 months at the minimum.

6.2.6. No emergency advance can be received without an outstanding emergency advance is paid off.

6.2.7. The advance amount shall be deposited to the salary account of the relevant staff member by the Comptroller's Office in the following week after the approval of the request.

7. METHOD

7.1. The staff member shall fill the Advance Payment Form and submit it to the Human Resources Directorate after having it approved by his/her department manager.

7.2. In case of requests of emergency advance, the staff member shall submit the health document (medical report, letter etc.) evidencing the emergency incident is caused by medical problems as the attachment of the request form. If not submitted together with the request, the relevant health document should be submitted to the Human Resources Directorate within a month at the latest.

7.3. The Human Resources Directorate shall evaluate and approve the compatibility of the request against this procedure.

7.4. The request of advance shall be submitted by the Human Resources Directorate to the Comptroller's Office for any outstanding advance payment check and endorsement of the form, and to the President for approval of the request.

7.5. The advance amount shall be deposited to the salary account of the relevant staff member by the Comptroller's Office in the following week after the approval of the request.

8. RECORDS

ANNEX 1: F17-IK-P012-01 – Salary and Emergency Advance Form

(The original copies of Salary and Emergency Advance Forms are filed at the Comptroller's Office while a copy is also archived at the Human Resources Directorate.)

9. REVIEW

The Human Resources Directorate is responsible for reviewing and updating this procedure.

AMENDMENT/CIRCULATION/APPROVAL TABLE

Amended Page	Date	Amendment	Amendment made by
	01.10.2013	New Release	Human Resources Directorate
6.1.3, 6.1.4	19.03.2018	Revision	Human Resources Directorate

Circulated to (Relevant Departments)	
All Academic and Administrative Departments	
Conformity Approval (Human Resources Director):	Enforcement Approval (President):