



## Employee Pay Advance and Recovery

A pay advance is requested only if an employee has not received all wages due on a specific payday. It is considered a “loan” on the amount of money due to the employee and will be recovered from the employee’s next paycheck. It cannot be used to advance future earned salary.

The request for a pay advance can be submitted the week of payday but the Working Fund will not process until payday. All requests must be submitted no later than **1pm** on the transaction deadline day ( Day 10 in a typical pay period) to ensure it can be processed in the current pay period.

Typically, the maximum amount that can be requested is 60% of the gross amount due to the employee; the amount requested must be in whole dollars (no cents) and the advance is not taxed.

Pay advances are generally not approved for the following situations:

- When the employee did not sign their timesheet; or it did not get approved by the deadline.
- When it is the last pay for an employee.
- When it is for overtime only.
- If it is a one-time payment only.
- If it is for a final leave payout.

Pay advance requests must be submitted in Workday. This recovery form needs to be attached to the request.



**UNIVERSITY OF MARYLAND COLLEGE PARK CAMPUS  
APPLICATION FOR EMPLOYEE ADVANCE**

DATE

DOE 87

NAME

UID

AMOUNT

USOURCE

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**UNIVERSITY OF MARYLAND COLLEGE PARK CAMPUS  
Authorization for Payroll Deduction  
Recovery of Employee Advance**

I.D.      DOE  
CODE  
     

UID      FI      MI      LAST NAME      AMOUNT  
                       

I understand that the University of Maryland will recover this advance payroll deduction from my payroll check to be issued on \_\_\_\_\_, and do hereby acknowledge my obligation to the University of Maryland for the above amount if, for any reason, the above payroll deduction cannot be made.

EMPLOYEE SIGNATURE

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W.F. Check No. \_\_\_\_\_ Check Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_