

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

D/OE 87 Date _____

NAME UID _____

Amount Acct. to be Charged _____

Reason for Advance _____

Please contact (name) when check is ready: _____ Ext. _____

Dept.: _____

Authorized Signature: _____

Typed Name: _____ Date: _____

Approved: Comptroller's Office: _____

Date: _____

UNIVERSITY OF MARYLAND COLLEGE PARK CAMPUS

**Authorization for Payroll Deduction
Recovery of Employee Advance**

I.D.	D/OE Code	UID	FI	MI	Last Name	Amount
01	87					

I understand that the University of Maryland will recover this advance payroll deduction from my payroll check to be issued on (Date), 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

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

Received By: _____
Date: _____

Employee Pay Advance and Recovery Overview and Process (College Park Campus)

Overview:

A pay advance is requested when an employee has not received all the wages they are 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. The request for a pay advance check can be submitted the week of payday but the Working Fund will not process the request until payday. Day 10 of the current pay period is the last day a pay advance may be requested to insure that it is recovered from the next paycheck. (In a pay period where deadlines are shortened, the pay advance request must be made by Day 9 of 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). The 'live' pay advance check is untaxed.

The Application for Employee Advance Form is on the PHR website at: <https://uhr.umd.edu/phr/phr-resources/>. Effective July 1, 2016, you should no longer use the 3-part carbon form.

This Pay Advance Form, along with a PHR screen shot of the pay adjustment (for 100% of the gross amount due the employee), must be in Payroll Services prior to 1:00 p.m. for the pay advance check to be available for pick up that same day after 2 p.m. If the Pay Advance Form is received in Payroll Services after 1:00 p.m., the pay advance check will be available for pick-up on the next business day.

A payroll advance is generally not used in 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 [non-standard payment.]

Process:

1. The Department recognizes that an employee is not going to be paid on payday and that they are due wages (e.g. due to an appointment being entered late in PHR.). The employee must request a pay advance check.
2. There must be an approved PHR appointment with appointment dates that include the pay period for which the advance is requested, prior to requesting the pay advance check.
3. The Department creates and approves a pay adjustment for the total amount due to the employee on that payday; time entry/timesheets must be approved by the supervisor prior to requesting a pay advance; if not approved, the pay advance cannot be given.
4. The Department completes the electronic Pay Advance Form for 60% of the total gross amount due to the employee; this amount must be in whole dollars (no cents).
5. The employee must sign the Pay Advance Form. The Department either brings, faxes or scans the completed Pay Advance Form and a screen shot of the approved pay adjustment, to Payroll Services. Do not take the Pay Advance Form directly to the Working Fund Office.
6. Payroll Services verifies the PHR appointment, the pay adjustment amount and the accuracy of the Pay Advance Form then initials it prior to delivery to the Working Fund Office.
7. Payroll Services will enter the amount of the pay advance request and notes, on the PHR Payroll Advance Recovery screen. This ensures the amount is recovered the following payday.
8. Payroll Services will forward to the Working Fund Office (3rd Floor Chesapeake Building) the following:
 - Application for Employee Advance Form [signed by the employee.]
 - Copy of approved Pay Adjustment Screen.
 - Copy of Pay Advance Recovery Screen.
9. The Working Fund Office processes the request and will call the contact person listed on the Pay Advance Form to pick-up the 'live' check. The contact person, or the employee themselves, may pick up the pay advance check from the Working Fund Office; you must present a photo ID to pick up the pay advance check. You cannot drop-off and wait for the Working Fund Office to process the request; they will call when the pay advance check is ready for pick-up.
10. The Working Fund Office returns all paperwork to Payroll Services for archival purposes; Payroll Services is the office-of-record for pay advances.