Sample Communication – Department/Preparer to Employee regarding the Payroll Advance Process

The UMBC HR Payroll Unit will process an advance check ***up to*** 75% of what is owed from a prior pay cycle. Up to 75% of what is owed is processed to account for taxes that are not taken from the advanced working fund check. Once the check has been picked up from financial services the UMBC HR Payroll Unit will place an adjustment in time-entry that will include the total amount owed. A deduction will also be placed in time entry for the employees advanced amount. Once the employee receives their paycheck following the advance they will see the total amount owed  including any current pay on the right side of their check and a deduction (recovery) for the advance that was issued on the left side of their check. This is done to process the proper amount of taxes from the employee's check.  Should there be a difference it will be included in that paycheck.