**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 will not be taken from the advanced working fund check. The electronic DocuSign form ***must be signed*** by the employee prior to picking up the check.

After the check has been picked up from the UMBC Financial Services unit the UMBC HR Payroll unit will place an adjustment in time-entry that will include the total amount owed, along with a deduction of the advanced amount received.

The employee will see the following information on their first UMBC payroll check after the advanced has been processed;

* The total amount owed in addition to the current pay earnings for that cycle on the right side of their check.
* 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 the current earnings for that cycle.

All questions regarding the advance process should be sent directly to your unit payroll preparer.