Montgomery County MD
Controller's Division

Payroll *Form*

New Employee Advance Pay Request

PR-01-001 Effective: July 1, 2015

Payroll Advance Policy

Advances are limited to new full-time employees whose start date coincides with the beginning of a pay period.

Description

Montgomery County is on a two-week pay cycle. The new hire must complete one full pay period (employment equal to two full weeks) and begin employment at the beginning of a pay period in order to be eligible. When the employee's start date coincides with the beginning of a pay period it may take two additional weeks to process a paycheck. This may result in a four week waiting period for the receipt of the employee's first paycheck. If a new hire wants to reduce the potential waiting period, they may request a payroll advance for the hours worked during the first week of the two week pay cycle. This one-week payroll advance will be deducted from the first regular paycheck.

Request for Advance Pay

(Please print clearly or type in the information)

To: Payroll Section, Department of Finance
Executive Office Building, 8th Floor

From: _____ _____ _____
Employee Name | Last 4 of SSN | Employee ID Number

_____ _____ _____
Work Phone | Department Name | Department Code

This is to request an advance on my first paycheck. I began employment on ____-_____-_____, and worked _____ hours during the first week of the pay period.

I understand that the amount of the advance will be deducted from my first regular payroll check.

_____
Employee Signature | Date

I certify that the employee worked the number of hours during the first week of the pay period as stated above. These hours will be included on the employee's first timesheet submitted.

_____
Supervisor Signature | Date

Please forward this request to the Payroll Section within two business days following the completion of the first week of employment. The payroll advance will then be prepared for distribution on the Friday of the second week of the pay period. The checks will be mailed to the employees' home address on file.

Copyright 2015 Montgomery County Maryland Government