

Payroll Form

New Employee Advance Pay Request

PR-01-001 Effective: September 19, 2025

Payroll Advance Policy

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

Description

The new hire must have submitted direct deposit information, completed one full pay period (employment equal to two full weeks) and begun employment at the beginning of a pay period to be eligible for Advance Pay. When the employee's start date coincides with the beginning of a pay period it may take two additional weeks to process a payroll payment. This may result in a four-week waiting period for receipt of the employee's first payroll payment. If a new hire wants to reduce the potential waiting period, they may request Advance Pay 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 payroll payment.

Request for Advance Pay (Print clearly or type the information)

To: Payroll Section, Department of Finance

Finance.Payroll@montgomerycountymd.gov or Fax (240) 777-8843

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 payroll. 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 payment.

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 direct deposit on the Friday of the second week of the pay period.