



Request for pay advance

In some instances, a new colleague might have to wait 6 weeks until they receive their first pay packet from Midcounties. If this is going to cause financial hardship it is possible to issue a pay advance of 2 weeks basic pay (weekly contracted hours X basic rate X 2) which will be deducted from the last pay packet the colleague will receive when they leave the Society. Requests must be submitted from and approved by line managers.

To be completed by the line manager

| | |
|--|--|
| Colleagues name | |
| Colleague number | |
| Location | |
| Midcounties start date | |
| Approving line manager | |
| Date request passed to payroll Please check cut-off dates in MY Pay to ensure this gets to the colleague in their first pay packet | |

To be completed by payroll

| | |
|--|--|
| Date received | |
| Payroll administrator | |
| Date applied to system | |
| Value to be paid in advance which will be deducted from the colleague's final pay | |

Please email the form back to payrollusers@midcounties.coop

This form will be added to the colleagues record for future reference. Payroll please forward to HR admin team