# Advance Payment Request Form

An advance payment will only be processed if it is in accordance with the 'Advance Payments Process\* and appropriate authorisation has been obtained. The payment will then be paid in the next available run. Further information can be found in the Employment Policies Handbook.

Advance Payments Process

Is this request due to:

* employee failing to meet submission deadlines for variable payments such as expenses or additional hours?
* the manager/Headteacher not authorising variable payments on time?
* forms been incorrectly completed and/or submitted after the required deadline? This includes forms completed to extend temporary arrangements such as honoraria payments and secondments.
* starter paperwork been submitted for individuals who have not completed the necessary pre-employment checks satisfactorily?
* a new employee starting in post on or after the 15th of the month?

If you are able to answer 'yes' to 1 or more of the above questions, an advance payment **should not** be requested. You will need to inform the employee that payment will be made for the following pay day.

**Employee details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Click |  | First name | Click |
|  |  |  |  |  |
| Surname | Click |  | Post title | Click |
|  |
| Resource ID | 2 |  |   |  |   |  |   |  |   |  |   |  | Cost centre | Click |
|  |
| Registered name on bank account  |  | Click |
|  |  |  |  |  |
|  |  |  |  |  |

**Reason for request**

|  |
| --- |
| Click |

**Approval**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Line Manager Signature | Click |  | Date  |   | / |   | / |   |
|  |  |  | DD |  | MM |  | YYYY |
|  |  |  |  |  |  |  |  |
| Email address | Click |

In the subject header of the email 'Advance Request' must be stated. Completed forms should be sent through to one of the following email addresses:

**Corporate:** People\_Services\_Corp@lincolnshire.gov.uk

**Schools:** schoolsteam@lincolnshire.gov.uk

**LFR:** LFR\_payroll@lincolnshire.gov.uk