



**FACS Overpayment Request**

*The Business Manager must:*

- Make sure the job data record is updated prior to submitting this request.
- Include an email or doc. of the supervisor’s approval.

*Repayment of Overpayment:*

- If an active employee, the overpayment amount will be added as a negative earnings adjustment on the employee's next on cycle check.
- If the employee is inactive or terminated, the department will be contacted regarding the amount due from the employee and is responsible for collecting payment from the employee.
- Overpayment amount communicated to employees by December 3, 2021 must be received in Payroll by December 17, 2021 in order to update the employee’s W-2.

EMPLOYEE INFORMATION
First Name
Last Name
HR Department
Empl ID
Position #
Empl Record
Supervisor Name
Pay Group
Pay Period End
Empl Status

**Description of Error**

**Reason for Overpayment**