



FACS Overpayment Request

The Business Manager must:

- Make sure the job data record is updated prior to submitting this request to the BFO.
 - Additional Action for Biweekly employees: If under 28 days, hours will need to be corrected on the timesheet prior to submitting request to the BFO.

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 2, 2022 must be received in Payroll by December 16, 2022 in order to update the employee's W-2.

EMPLOYEE INFORMATION
Employee Name
Empl ID
Empl Record #
Position #
HR Department
Pay Group
Pay Period End
Empl Status
Combo Code
Reason for Overpayment

Description of Error

Approved By:

Reviewed By:

 Supervisor

 BFO Reviewed Initials

 Graduate Coordinator (if GA)

 Department Head (if different from supervisor)