



FACS Overpayment Request

The Business Manager must:

- Make sure the job data record is updated prior to submitting this request to the OFHR.
 - 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 last pay cycle must be received in Payroll by deadlines 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 Issue

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Approved By:

Supervisor

Graduate Coordinator (if GA)

Department Head (if different from supervisor)

Reviewed By:

Human Resources

Finance