

Reverse Employee Check/EFT

Original Voided check must be attached to request unless a Stop Payment is being requested
Required Backup: Remuneration statement

Use this form when a payroll or off-cycle check/EFT has been issued in error. (Example: A change to master data or a change to time entry reflects an overpayment occurred, and a check/EFT needs to be voided or reissued in a lesser amount). Once OSUP completes the reverse process, agencies must complete all necessary updates to master data and/or time entry, then complete the "Correction Check" process in ISIS HR. Note: EFT reversals will only be processed in certain situations for employee overpayments. Contact OSUP concerning reversals on EFT transactions **prior to submitting this form.**

Employee Information:

Employee Name: _____
Employee Personnel No.: _____
Personnel Area Number: _____

Payment Information (from off cycle workbench):

Payment method (C or T): _____
Payment number: _____
Payment date: _____
Net Amount: \$ _____

Additional Info:

Garnishment? YES NO
Credit Union Deduction? YES NO
Deferred Comp.? YES NO
Termed?
If yes, date _____ YES NO
Deceased?
If yes, date _____ YES NO

Reason for request:

- Overpayment - Specific details: _____
- EFT Return
- Master Data bank detail incorrect Date Corrections Made: _____
- Other:

Note: It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed by OSUP and will be returned to the agency for completion and/or correction.

Prepared by: _____ Phone Number: _____

For OSUP Use

Stop Pay Processed Date: _____ Analyst _____
EFT Rev Requested Date: _____ Analyst _____ EFT Dollar Return Date: _____
Rev Credit Received Date: _____ Analyst _____
ISIS HR REV Completed Date: _____ Analyst _____ Check/EFT Log

Comments: _____