

## 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 "Adjustment Payment" process in LaGov HCM. 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:**

**Payment Information (from off cycle workbench):**

**Additional Info:**

Employee Name: \_\_\_\_\_

Payment method (C or T): \_\_\_\_\_

Garnishment? YES  NO

Employee Personnel No.: \_\_\_\_\_

Payment number: \_\_\_\_\_

Deferred Comp.? YES  NO

Personnel Area Number: \_\_\_\_\_

Payment date: \_\_\_\_\_

Termed?  
If yes, date \_\_\_\_\_ YES  NO

Net Amount: \$ \_\_\_\_\_

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 \_\_\_\_\_

F3 Received Date: \_\_\_\_\_

EFT Rev Requested Date: \_\_\_\_\_ Analyst \_\_\_\_\_

EFT Dollar Return Date: \_\_\_\_\_

Rev Credit Received Date: \_\_\_\_\_ Analyst \_\_\_\_\_

Check/EFT Log - Voids  Email to Agency

LaGov HCM Rev Completed Date: \_\_\_\_\_ Analyst \_\_\_\_\_

EFT Ret/Corr Report  Weekly Reversal S/S

Comments: \_\_\_\_\_