

REDEPOSIT OF PAYCHECK REQUEST

Date _____

Employee Name _____ Empl Id _____

Amount of redeposit _____

Check No _____

Pay Period(s) affected _____

Department Payroll Rep _____

Cost Center # _____

Was Workday corrected for future payrolls? _____

Reason for Redeposit:

	Check One
Employee Terminated but not termed in Workday	
Leave of Absence or Short Work Break not entered in Workday	
Overpaid due to data entry error	
Other (Need Explanation):	

Submitted by: _____

Email form to payroll@wustl.edu.

Revised 06/2021