

REDEPOSIT OF PAYCHECK REQUEST

Date _____

Employee Name _____ Empl Id _____ Empl Rcd _____

Amount of redeposit _____

Check No _____

Pay Period(s) affected _____

Department Payroll Rep _____

Department # _____

Was HRMS corrected for future payrolls? _____

Reason for Redeposit:

Check One

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

Submitted by: _____

Revised 08/23/16

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