

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: _____