

KANSAS STATE UNIVERSITY
Overpayment Recovery Request Form

This document initiates recovery efforts in the event of an overpayment of employee wages. Departmental contacts are expected to assist Payroll in efforts to recover funds in a timely manner and communicate directly with their employees. *(Additional payments should not be processed to employees who have been overpaid without first consulting Payroll.)*

EMPLOYEE INFORMATION:

Date:			
Employee Name:			
Employee ID:			
Position Number:		Record Number:	

DEPARTMENT INFORMATION:

Department Name		Department Number:	
Requested By:			
Contact Information:			

OVERPAYMENT DESCRIPTION:

Briefly describe the reason the reimbursement is needed.

For example: I clicked John Doe "OK" to pay for PPE 02/01/XX and he was not to be paid for that pay period.

OVERPAYMENT DETAIL (If known):

The employee was overpaid for the following:

Check Date(s):	Pay Period(s):	Check Date(s):	Pay Period(s):
TOTAL OVERPAYMENT AMOUNT:			

OVERPAYMENT REQUEST PROCESS:

- 1) An overpayment has been identified.
- 2) Payroll is contacted, the **Overpayment Recovery Request Form** is completed. **Department confirms that the employee has been notified of the error. (The *Overpayment Notice from Department Form* may be used.)**
- 3) Payroll works with the department to calculate the amount of the overpayment and an **Overpayment Reimbursement Letter** is sent to the employee detailing the amount owed and repayment instructions.
- 4) Payroll carries out the **Overpayment Recovery Process** to completion once all funds have been fully repaid.

BEFORE submitting this form, please confirm that the employee has been made aware of this error and that the department is taking the necessary steps to recover funds in overpayment:

I have verified that the employee has been made aware and that the department is taking necessary steps to recover funds: _____ (initial)

Department Representative Signature

Date

Department Head Signature

Date

Please submit this form by email to payrl@ksu.edu or Human Resources Imaging System (hrimaging@ksu.edu).