Reset

Oregon State University OSU

Payroll Office

Overpayment Notice

Please process the overpayment listed below for this employee.
Appropriate paperwork is being processed.

Position Number:_____ Suffix:_____

Department _____ Date Mo ___ Day ___ Year _____

Employee Name _____ (Last) _____ (First) _____ (MI) ___ ___ ___ University ID Number

Pay Method: ☐ Hourly Pay ☐ Default Pay

Appointment Type: ☐ Academic Salary ☐ Academic Wage ☐ Summer Session ☐ Classified ☐ Graduate Assistant ☐ Student

Reason: ☐ Appointment % Reduced ☐ Leave Without Pay ☐ Salary Rate Reduction ☐ Employment Ended or Termination ☐ Other _____

Month/Year	Earn Code	Index	Account Code	Activity Code	Actual Pay	Correct Pay	Overpayment

Please explain calculation of overpayment (i.e., hours paid, rate paid at, and account code used vs. hours worked, correct rate, and correct account code).

Payroll use only:

☐ Central OHR ☐ BC/Department ☐ PHAREDS ☐ Unavoidable
☐ Central Payroll ☐ Late Paperwork ☐ PHICHEK ☐ Employee address noted

Department/Unit Authorization _____ Date _____ Phone _____

Prepared By _____ Date _____ Phone _____