

REQUEST FOR PAYBACK AMOUNT

Overview:

This form should only be used if the department cannot recover the overpaid funds electronically via Workday. Payments can be made by Personal Check, Cashier's Check, or Money Order.

Process:

- 1.) Complete the form in its entirety making sure to provide a detailed reason why the funds need to be recovered. Request **MUST** include all required Driver Worktags. Please do not use any old PHR or KFS Information.
 - Employee Cost Center and Job/Position number is shown on the employee's profile page. They are combination of Letters and Numbers.
 - Ledger Accounts & Spend Categories can be found by running the KFS Object Code to Workday Value report.
 - For Leave Payouts, the Ledger Account is 52200 and the Spend Category is SC00001.
 - Grant/USource Worktags can be found by running the KFS Account to Driver Worktag report.
- 2.) Make sure all information on the employee's job in Workday matches the detailed reason.
- 3.) Use one line per pay period in the matrix. DO NOT put a range of pay periods. If the employee was paid from multiple sources, each source will require a separate line.
- 4.) Make sure to indicate the percentage of pay from each source.
- 5.) If additional space is needed, attach a separate sheet.
- 6.) Forms that are incorrect or incomplete will be sent back.
- 7.) Print Name, Date, and Email Address.
- 8.) A case in Service Now must be created to submit the form. Go to [Open a Case with Finance](#).

PAYBACK AMOUNT REQUEST FORM

An asterisk (*) denotes a required field

W Number _____
 (Payroll Services Use Only)

Part I: Employee Information

*Campus UMCP UMES UMCES UMSO

*Employee UID: *Employee Position:
Number

*Employee Name: Last Name First Name M.I.

Part II: Overpayment Information

*Pay Period Ending Date	*Gross Amount Overpaid	Finance Driver Worktags				*% of Pay
		*Ledger Account	*Cost Center	*Revenue/Spend Category	*Grant/USource	

Part III: *Overpayment Reason

Part IV: Certification by Department

I hereby certify that the above information is correct.

*Printed Name

*Date

*Division/Department

*Email Address