DIRECT DEPOSIT RECOVERY OVERVIEW AND INSTRUCTIONS

Overview:

A direct deposit recovery electronically takes back money paid directly from an employee’s bank account. Direct deposits can only be recovered up to 4 business days AFTER the pay date.

In general, the form should not be used if the employee will continue to be paid in the future. Appropriate procedure would be for the overpaid funds to be recovered via overpayment recovery adjustment from future payments made in the current year.

Recoveries take back ALL pay deposited. If an employee works for multiple departments or is otherwise due any part of the deposit, this form cannot be used.

Process:

1.) Complete the direct deposit recovery form in its entirety. Please note the Object Code for a Final Leave Payout is 1000.

2.) Provide a detailed reason why the funds need to be recovered.

3.) Sign and date the form (electronic signatures are acceptable).

4.) A case in Service Now must be created to submit the form. Go to Open a Case with Finance - UMD Service Center. The fields can be completed as follows:

   How Can We Help you? – Direct Deposit Recovery

   What Is This Case About – Payroll Services

   More Specifically – DD Recovery
REQUEST FOR DIRECT DEPOSIT RECOVERY

TO: Payroll Services
1101-L Chesapeake Building
College Park, Maryland 20742
Open a Case with Finance - UMD Service Center

Today’s Date: __________________________

1. Employee/Check Information:
   - Employee’s Name: __________________________
   - UID: __________________________
   - Check Date: __________________________
   - Gross Amount Overpaid: __________________________
   - KFS Account # and Object Code: __________________________
   - For use by UMCP Campus only:
     - Associated GENU Account: __________________________

2. Reason for Cancellation:
   __________________________________________
   __________________________________________
   __________________________________________

3. Certification by Department:
   I hereby certify that the indicated payroll check should be cancelled because the employee has
been terminated or otherwise not being paid and the overpayment cannot be recovered from a
future pay period:
   __________________________________________
   __________________________
   __________________________

Printed Name __________________________ Date __________________________
Division/Department __________________________ Telephone # __________________________