UNIVERSITY OF MARYLAND

OFFICE OF THE COMPTROLLER
PAYROLL SERVICES

1101-L Chesapeake Building
College Park, Maryland 20742-3121
301.405.5665 TEL   301.405.8685 FAX

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 #

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