



CANCELLATION OF UMCP PAYROLL CHECK

Overview:

If an employee is completely overpaid and a check has been created, the Department must submit a request Payroll Services to cancel the check.

If an employee works for multiple departments or is otherwise due any part of the check, this method **cannot** be used. The check must be given to the employee and the overpayment either recouped via overpayment recovery adjustment in PHR or via personal check.

Process:

- 1.) Make sure the appointment is terminated.
- 2.) Complete the check cancellation form in its entirety.
 - Request **MUST** include the KFS Account Number and Object Code for returning the funds. Form will be returned without this information. For Final Leave Payouts, the Object Code is 1000.
 - If known, please include the GENU account that is associated with the KFS account.
 - Provide a detailed reason why the check needs to be cancelled.
- 4.) Sign and date the form.
- 5.) Send the form and actual check to Jo Anne Mealo Wentz in Payroll Services via Campus mail or drop the documents off in the Payroll Services mailbox in the 1st floor hallway of the Chesapeake Building.



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

REQUEST FOR CANCELLATION OF PAYROLL CHECK

TO: JoAnne Mealo-Wentz
Payroll Services
1101-L Chesapeake Building College
Park, Maryland 20742

Today's Date: _____

1. Employee/Check Information:

Employee's Name: _____

UID: _____

Check Number: _____

Check Date: _____

Gross Amount Overpaid: _____

KFS Account # and Object Code: _____

For Use by UMCP Only:

Associated GENU Account: _____

2. Reason for Cancellation:

3. Certification by Department:

I hereby certify that the attached payroll check should be cancelled because the employee has been terminated so the overpayment cannot be recovered from a future pay period:

Printed Name

Date

Division/Department

Telephone #