

## 20XX PAYROLL OVERPAYMENT WORKSHEET

NAME	RET	BU	KFS Invoice #:
UH ID #	FICA		_____
PAYROLL #	MAR ST	FO #	KFS DV #:
WD CODE	FED EX		_____
FUND	STATE EX		

REF SA #: \_\_\_\_\_

DATE: 03-31-16  
 AMENDED

FMIS CC: #N/A

DATE PAID	SHOULD BE					PAID					DIFFERENCE	RECOVER:	OVERPYMT
	00-00-00	00-00-00	00-00-00	00-00-00	TOTAL					TOTAL			
SALARY	PP	PP	PP	PP	0.00	PP	PP	PP	PP	0.00	0.00		0.00
WORKERS' COMP					0.00					0.00	0.00		0.00
TOTAL GROSS PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
MEDICARE	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
FEDERAL TAX	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
STATE TAX	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
RETIREMENT	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
W/C RETIREMENT	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
ANNUITY	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
DEFERRED COMP	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
PTS DEFERRED COMP	0.00	0.00	0.00	0.00	0.00					0.00	0.00		0.00
MEDICAL PCP					0.00					0.00	0.00		0.00
PRESCRIPTION PCP					0.00					0.00	0.00		0.00
VISION PCP					0.00					0.00	0.00		0.00
ADULT DENTAL PCP					0.00					0.00	0.00		0.00
FLEX MEDICAL (FM)					0.00					0.00	0.00		0.00
FLEX DEPENDENT (FD)					0.00					0.00	0.00		0.00
FLEX ADMIN FEE (FA)					0.00					0.00	0.00		0.00
PRE-TAX PARKING (TB)					0.00					0.00	0.00		0.00
SERVICE FEE					0.00					0.00	0.00		0.00
CREDIT UNION					0.00					0.00	0.00		0.00
EMPLOYEE ORG					0.00					0.00	0.00		0.00
PARKING					0.00					0.00	0.00		0.00
MV					0.00					0.00	0.00		0.00
SAVINGS BOND					0.00					0.00	0.00		0.00
OTHER					0.00					0.00	0.00		0.00
OTHER					0.00					0.00	0.00		0.00
TOTAL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

REASON: FALSE  
 PAY PERIOD START: \_\_\_\_\_ END: \_\_\_\_\_ REMARKS: \_\_\_\_\_

EMPL BUS EXP					0.00						0.00
WAGES-IN-KIND					0.00						0.00

**PLEASE MAKE CHECK PAYABLE TO: UNIVERSITY OF HAWAII**

**FOR DEPARTMENTAL OFFICE USE ONLY:**

- 1) Upon receipt of this OP Worksheet, create an AR invoice in KFS & ad hoc route the invoice to "UH Payroll Office"
- 2) When full repayment has been received, deposit check in KFS & generate DV to 'Director of Finance' vendor code 17125-2, obj code 9231 & ad hoc route to "UH Payroll Office"
- 3) Attach a redacted copy of the OP worksheet to the DV