

REVERSAL or RETURN of DIRECT DEPOSIT REQUEST

EMPLOYEE DATA:

NAME _____ EMPL ID# _____

Full Time _____ Part Time _____ Temporary _____

Agency Name & Number _____ PPE _____ Payday _____

REASON FOR REQUEST: _____

PREVENT DIRECT DEPOSIT _____ REVERSE DIRECT DEPOSIT _____ RETURNED BY BANK _____

EFT RECORD HAS BEEN CORRECTED _____ CANCELLED _____

ACCOUNT INFORMATION (at time of Deposit) CHECKING _____ SAVINGS _____

TRANSIT ROUTING NUMBER _____ ACCOUNT NUMBER _____

WARRANT NUMBER _____ AMOUNT DEPOSITED/RETURNED _____

WAS THERE AN ATTACHMENT? YES _____ NO _____ AMOUNT _____

OVERPAID (NO PAY DUE) _____

OVERPAID (PAY DUE ONLY): FILL OUT PAGE TWO

Deductions that need to be taken on check written for an overpayment: _____

SIGNATURE:

Agency Approval _____ Date _____ Time _____

Telephone _____ Ext _____ Fax # _____

Date: _____

Prepared by: _____ Gross: _____ Net: _____ Check # _____ Stock # _____

I ACKNOWLEDGE RECEIPT OF A CHECK WITH THE ABOVE NUMBER, DATE AND PAYEE

SIGN HERE _____ DATE _____

FAX APPROVED FORM TO: DAS HRD PAYROLL SERVICES @ 614.466.1565

NOTE: Form will only be processed if it is approved by an authorized agency central office employee

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Key EC = Earnings Code D/H=Dollars/Hours

Name _____ EMPLID _____ AGENCY _____

If manual for Additional pay or \$ earnings - EC _____ D/H _____

If re-write - EC _____ D/H _____ EC _____ D/H _____ EC _____ D/H _____

EC _____ D/H _____ EC _____ D/H _____ EC _____ D/H _____

S	M	T	W	TH	F	S
S	M	T	W	TH	F	S
S	M	T	W	TH	F	S

EACH SET OF BLOCKS REPRESENTS A PAY PERIOD TIME FRAME. IF THE REQUEST IS FOR MORE THAN ONE PAY PERIOD, PLEASE ENSURE YOU FILL IN EACH PAY PERIOD SEPARATELY.

FILL IN THE DATES WITH THE CORRECT CORRESPONDING DAY IN THE PAY PERIOD FOR THE MANUAL REQUESTED.

REMEMBER TO USE THE APPROPRIATE TRC CODE.

PAYDAY WEEKS-PLEASE ENTER TIME IN OAKS TIMESHEET.

PAY PROCESSING WEEKS-DO NOT ENTER THE TIME IN THE OAKS TIMESHEET (THIS WILL DELAY THE PROCESSING OF THE MANUAL)

REMEMBER TO ENTER A COMMENT IN THE BUBBLE ON THE OAKS TIMESHEET-(DAS/HRD PAYROLL WILL ENTER COMMENT AND TIME FOR REQUESTS ON PAY PROCESSING WEEK)

FOR APPROVING AGENCIES, DAS/HRD PAYROLL WILL APPROVE THE PAYABLE TIME WITH THE AUTHOR