



Payroll Overpayment Recovery Form

Fax Form To: Human Resources Process Center at 212-851-2990.

Employee Information

Employee ID: 10026345 Empl Rec #: 0
 Last Name: Johnson First Name: Audrey
 Employee Status: Active LOA Terminated Retired
 Employee Type: Officer Support Staff Work Study Casual Stipend
 Employee Pay Group: M01 M02 M03 BW1 BW2 WK1 WK2 RET

Overpayment Details

First Overpayment

Pay Period of Overpayment: Start Date: 01 / 01 / 2005 End Date: 01 / 31 / 2005
 Check Date: 01 / 31 / 2005 Gross Amount of Overpayment: 2,000.00 Earnings Code: 004

Describe the Reason for the Overpayment Recovery:

A data entry error in January in Web SAF resulted in an overpayment.

Second Overpayment

Pay Period of Overpayment: Start Date: / / End Date: / /
 Check Date: / / Gross Amount of Overpayment: Earnings Code:

Describe the Reason for the Overpayment Recovery:

Third Overpayment

Pay Period of Overpayment: Start Date: / / End Date: / /
 Check Date: / / Gross Amount of Overpayment: Earnings Code:

Describe the Reason for the Overpayment Recovery:

Authorization for Correction

Department Approver

Dept. Approver Name: Mary Geek Date: 03 / 10 / 2005 Phone: (212) 854 - 7501
 Department: Mathematics Department #: 082 Email: mg41@columbia.edu

Payroll Use Only

Help Desk Issue Log #: Issue Date: / /
 Verification of Amount: Approved By: Date: / /
 Payment Method: On Cycle Date: / / Off Cycle Date: / / Manual Check
 Manual Check Delivery: Date: / / Pickup at 330 Mail To: