

# Payroll Overpayment Worksheet

Return to or contact: Director Payroll Services, payroll@boisestate.edu, mail stop 1265

<b>Date:</b>	
<b>Employee Name:</b>	
<b>ID Number:</b>	
<b>Pay Period:</b>	
<b>Check # / Pay Date</b>	
<b>Department Name:</b>	
<b>Funding Source/Department ID:</b>	
<b>A non-grant Fund Source/Dept ID must be provided:</b>	
<b>Gross Amount of Overpayment:</b>	
<b>Net Amount Owed:</b>	
<b>Reason:</b>	
<b>Accounting Use:</b>	

<b>Prepared by:</b>	
<b>Dept:</b>	<b>Phone:</b>

<b>Reviewed by:</b>	<b>Date:</b>
<b>HR / Payroll Processor:</b>	
<b>Director, Payroll Services:</b>	

<b>Business Manager:</b>
<b>Supervisor:</b>