



The University of Georgia

Payroll Overpayments Worksheet

Please fill in all information requested so that we can properly calculate the amount of the payroll error. Simply send email attachments of this form and the corrected personnel to payroll@uga.edu for any overpayments. Thank you!

Name: _____

UGAID(81X#) _____

Pay Type: _____

Account Number: _____

Requestor's Name: _____

PPE Date: _____

Contact # or email: _____

If Monthly or Academic Paytype

Actual Gross Paid: _____

Correct Gross: _____

If Salaried or Hourly Paytype

	Week 1	Week 2
Actual Hours Paid:	_____	_____
Correct Hours:	_____	_____
Actual Pay Rate Used:	_____	_____
Correct Pay Rate:	_____	_____

Incident Information:

1. Brief description of error: _____

2. Preference for payroll deduction or personal check to repay overpayments? _____