

**LCTCS Centralized Payroll  
Request for Reverse and Reissue Employee Check/EFT(Direct Deposit)**

Use this form when a payroll or off-cycle check/EFT(Direct Deposit) has been issued in error. (Example: A change to NBAJOBS or a change to time entry reflects an overpayment occurred, and a check/EFT needs to be voided or reissued in a lesser amount). Centralized payroll will complete the reverse process. The institution is responsible for making all necessary updates to NBAJOBS and/or time entry. Contact centralized payroll concerning reversals on EFT transactions. (These can be made only within a period of five (5) days following direct deposit.)

**Type of Reversal:**

/ / Check            / / EFT (Direct Deposit)

**Employee Information:**

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

VPDI (Institution)/Site \_\_\_\_\_

**Check/EFT Information**

Check or Advice Document Number: \_\_\_\_\_

Check/EFT Date: \_\_\_\_\_

Gross Amount \$ \_\_\_\_\_ Net Amount \$ \_\_\_\_\_

**Reason for request:**

/ / Overpayment

/ / EFT return            Return Date: \_\_\_\_\_

/ / Other: \_\_\_\_\_

**Original Voided check must be attached to request:**

**Note: It is the institution's responsibility to assure that complete and accurate information is provided to centralized payroll. Incomplete requests will not be processed by centralized payroll. These requests will be returned to the institution for completion and/or correction.**

**The institution must contact and notify the employee that a bank reversal is being requested.**

**Attach a written explanation of how/why the error occurred and what steps the agency is taking to prevent this error in the future. Identify gross overpaid amount, number of hours overpaid, separation date (if applicable).**

Prepared By: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

For Centralized Payroll Use

EFT Reversal Requested: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Credit Advice Received: \_\_\_\_\_ Reviewer: \_\_\_\_\_

PeopleSoft Reversal Completed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## REVERSE & REISSUE EMPLOYEE CHECK/EFT

**The Request for Reverse and Reissue Employee Check/EFT (Direct Deposit) (LCTCSPR14)** form is used when a payroll or off-cycle check/EFT has been issued in error. (Example: A change to the NBAJOBS or a change to the time entry record reflects an overpayment occurred and a check/EFT needs to be reversed [voided] or reversed & reissued for a lesser amount). Some overpayments may require an employee to send a personal check or money order to correct the overpayment, or an agreement may be reached with the institution to recover the amount owed from future pay. Institutions must complete all corrections in NBAJOBS and/or the time entry record.

**Note on EFT's:** EFT reversals will only be processed by centralized payroll in certain situations for employee overpayments. Institutions must obtain centralized payroll approval for this prior to submitting the Reverse form to centralized payroll. **(The institution must contact and notify the employee that a bank reversal is being requested.)**

Each institution is responsible for preparing the LCTCSPR14 forms and submitting these requests to centralized payroll for processing. It is the agency's responsibility to assure that complete and accurate information is provided to centralized payroll. Incomplete requests will not be processed and will be returned to the institution for completion and/or correction. When possible, it is beneficial for the reverse transactions to clear in the same month that the original check/EFT was issued so that the monthly vendor payments are accurate.

### Warning:

It is the institution's responsibility to monitor Reverse Check/EFT Requests on terminated employees. If a transaction reverses a deduction that has already been remitted to the vendor and can't be recovered (e.g., ORP [Optional Retirement Plan] contributions, garnishments, employee has drawn out contributions to retirement), then the agency must contact centralized payroll and the vendor immediately to inform them of the refund. **The institution will accept responsibility for covering any deficit incurred due to the processing of Reverse Employee Check/EFT Requests.**

The following procedures outline how to process a Reverse and Reissue transaction:

1. Write or stamp the word "VOID" over the signature on the face of the employee regular or off-cycle payroll check. Make a photocopy. **If the check has been lost, stolen, or destroyed, a Stop Payment request must be prepared and submitted to centralized payroll. Refer to centralized payroll procedures for Stop Payments for additional information.**
2. Prepare a Reverse and Reissue Employee Check/EFT (LCTCSPR14) form by completing the following fields:
  - a. Type of Reversal (check or EFT)
  - b. Employee Name
  - c. EMPLID (Employee ID number)
  - d. VPDI Location
  - e. Check No. or Advice No
  - f. Phone and email
  - g. Check/EFT Date
  - h. Net Amount
  - i. Reason for request
  - j. Prepared by
  - k. Phone and email

**Note:** Institutions may fax in the Reverse and Reissue Employee Check/EFT request only for an EFT reversal since no check is being submitted (225-922-2813).

3. Before a new check/EFT can be Reissued to the employee, the institution must complete all necessary corrections to the employee's NBAJOBS and/or time entry records.
4. Submit to centralized payroll the Reverse and Reissue Employee Check/EFT form along with all required documentation. Retain a copy of the requests and the check or appropriate documents in your institution's Reverse and Reissue Employee Check/EFT Suspense file.
5. Centralized payroll will complete the Reverse process. Institutions may view the employee's paycheck data to determine when the Reverse has been completed. You can navigate to PHICHEK:
6. Institutions will be notified when checks are reissued. Checks will be mailed directly to the employee address on record.