

Benefits and General Deduction Refund/Adjustment Form (for Central Office use only)

Employee Name _____

Empl ID _____ Rcd: _____ Campus _____ Dept _____ Paygroup: _____

Payment type requested: ___ On-Cycle ___ Online Check ___ Off-Cycle

Benefit Refund/Adjustments

| | | | | | | |
|----------------|---------------|--------------|--------------|----------|------------------------------|--------------------------------|
| PlanTyp: _____ | PlanCd: _____ | DedCd: _____ | Class: _____ | \$ _____ | Ref <input type="checkbox"/> | Add'n <input type="checkbox"/> |
| PlanTyp: _____ | PlanCd: _____ | DedCd: _____ | Class: _____ | \$ _____ | Ref <input type="checkbox"/> | Add'n <input type="checkbox"/> |
| PlanTyp: _____ | PlanCd: _____ | DedCd: _____ | Class: _____ | \$ _____ | Ref <input type="checkbox"/> | Add'n <input type="checkbox"/> |
| PlanTyp: _____ | PlanCd: _____ | DedCd: _____ | Class: _____ | \$ _____ | Ref <input type="checkbox"/> | Add'n <input type="checkbox"/> |
| PlanTyp: _____ | PlanCd: _____ | DedCd: _____ | Class: _____ | \$ _____ | Ref <input type="checkbox"/> | Add'n <input type="checkbox"/> |
| PlanTyp: _____ | PlanCd: _____ | DedCd: _____ | Class: _____ | \$ _____ | Ref <input type="checkbox"/> | Add'n <input type="checkbox"/> |

General Deduction & Garnishment Refund/Adjustments

| | | | | |
|------------------|----------------|----------|---------------------------------|--|
| Ded. Code: _____ | Garn ID: _____ | \$ _____ | Refund <input type="checkbox"/> | One Time Addition <input type="checkbox"/> |
| Ded. Code: _____ | Garn ID: _____ | \$ _____ | Refund <input type="checkbox"/> | One Time Addition <input type="checkbox"/> |
| Ded. Code: _____ | Garn ID: _____ | \$ _____ | Refund <input type="checkbox"/> | One Time Addition <input type="checkbox"/> |
| Ded. Code: _____ | Garn ID: _____ | \$ _____ | Refund <input type="checkbox"/> | One Time Addition <input type="checkbox"/> |

Reason _____

Pickup/Mailing Instructions _____

Requested by _____ **Phone** _____ **Date** _____

Human Resources:

Approved by _____ *Phone* _____ *Date* _____

Approved by _____ *Phone* _____ *Date* _____

Payroll:

Adj Entered by _____ *Date* _____ *Page #* _____ *Pay Run ID* _____

Notes: _____