



UNIVERSITY OF SOUTHERN CALIFORNIA  
 University Payroll Services – UGB 212, MC 8016  
 Payroll Overpayment Notification Form

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

Cost Center Hierarchy Level 5 – Name and ID #: \_\_\_\_\_  
 (KSOM Only, CCH Level 7)

The above referenced employee was overpaid as noted:  
**Complete ONE Overpayment Notification PER Payment**

Pay Cycle: [ ] ODCR

Employee was paid: (Gross dollars)			Total Gross O/P		
Pay Component	Program Project Grant or Gift (PPGG)/ Cost Center ID	Amount Paid \$	Pay Component	Should've Been Paid \$	Overpayment \$ Amount
<b>Total:</b>					

Explanation (Reason):

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1. Attach printout of payslip for the payment involved. Be sure that ALL Pay Components and Program Project Grant or Gift (PPGG)/ Cost Center are listed under the "Amount Paid" and "Should've Been Paid" columns above and balanced to payslip.
2. Payroll Services will calculate the Net Amount of the Overpayment and notify the Department Contact with a completed "Overpayment Worksheet"
3. Create a "pdf" of this completed & signed document and email to [payroll@usc.edu](mailto:payroll@usc.edu)

\_\_\_\_\_  
 Department Contact Signature

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date