

UNIVERSITY OF OKLAHOMA
HEALTH SCIENCES CENTER

PAYROLL SERVICES
(405) 271-2055

NOTICE TO CANCEL PAYCHECK

Fax (405) 271-2057

This notice is to inform Payroll Services that the following employee's paycheck (direct deposit or paper check) should be cancelled:

Employee Name: _____

Employee ID: _____

Reason (Required): _____

Department Name: _____

Department Contact: _____ Phone: _____

Authorized Signature (Payroll Coordinator / Supervisor)

Date

DEPARTMENTAL PAYROLL COORDINATORS:

This form is to be used to cancel an EOM direct deposit or paper paycheck. It is to be submitted (by hand or fax) to Payroll Services **after** EOM payroll has been verified via departmental register reports. It **must** be received by the cancellation deadline. In general, the cancellation deadline is 5 PM on the 6th working day from PAYDAY. The actual cancellation due date is provided in the monthly EOM "OK to print your departmental registers" e-mail from Payroll Services.