

NOTICE TO CANCEL PAYCHECK

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

Department Head Signature

Date

DEPARTMENT PAYROLL COORDINATORS:

The Cancellation Deadline for each pay period can be found on the End User Payroll Calendar in Outlook. Instructions on how to subscribe to this calendar can be found on the Payroll Services website under *Payroll Coordinators* and *New Payroll Coordinator Setup*. The approved Notice to Cancel Paycheck form must be sent to payroll-services@ouhsc.edu for review and processing.