

Complete this form to request a deduction from an employee's final paycheck and submit to University Payroll no later than three (3) days before payroll lockout commences. A copy of this form must also be given to the employee

Date: _____

To: University Payroll

From: _____
Department's name

Per the Office of State Personnel General Pay Policies, we are requesting the following amount be deducted form the employee's final paycheck. This is to recover the cost of NCSU property, equipment, uniforms, tools or other items that were not returned.

Employee ID # _____ Employee Name _____

Effective date of termination _____

Date of final paycheck _____

Amount to be deducted _____

Items not returned _____

Account to JV funds to: _____

Additional Comments _____

Prepared by _____ Phone number _____

A copy of this form must be sent to employee

Sent via: US Mail/Fedex Email Hand delivered Date Sent/Delivered: _____

Questions about this form? Contact University Payroll 515-4350