Notify CSS Payroll of underpayment, overpayment or missing paycheck

Process pay correction or initiate overpayment collection

Process paychecks for underpayments/missing paychecks

For underpayments or missing paychecks, arrange paycheck pick-up/delivery

Contact Employee to facilitate repayment of overpayment

For overpayments, process paycheck deductions or make 4 attempts to collect overpayment then escalate to Manager

Pick up/receive paycheck or send payment as appropriate

- This process document is current effective 04/29/2014
- If you have questions about this document please contact ptimaps@lists.berkeley.edu