

**STATE OF KANSAS**

**SHARP MAXIMUM ARREARS PAYBACK**

(Please print or type all information)

**INSTRUCTIONS:** If a paycheck adjustment covers multiple payroll periods and will result in an arrearage that is significant in amount, the repayment may be spread over several pay periods by creating a maximum arrears payback schedule. The payback schedule should not exceed the number of pay periods being adjusted. If the arrearage amount is not significant, the arrearage collection will be made automatically by the system from the employee's next paycheck, and a Maximum Arrears Payback Schedule should not be completed. This form is for agency use only and should be filed with the agency's payroll documentation.

DEPT. ID	EMPLOYEE ID	Emp Rcd #	EMPLOYEE NAME (Last, First, MI)

**GENERAL DEDUCTION OVERRIDE**

Deduction Code:  ADJUST or ADVNCE

**Maximum Arrears Payback**

**Amount to be collected per pay period**

\_\_\_\_\_  
(Agency Authorization Signature)

\_\_\_\_\_  
(Request Date)