

Date

TO: Person
Human Resources Manager

FROM: Person
Payroll Clerk

SUBJECT: Salary Overpayment

Attached is a personal check refund worksheet for (insert employee name and soc. sec. no.) (Insert employee name) was overpaid on the (insert payroll date) payroll for the gross amount of (insert amount); the net amount of (insert amount.)

Please contact (insert employee name) and request a personal check or money order made payable to (insert name of agency) for the amount of the overpayment. Once the overpayment has been collected, please forward the money order or check to your (Insert AR section or appropriate field office name). The General Accounting & Financial Management (GA&FM) office will write a check made payable to the Office of State Controller and forward that check to the payroll office. Please note, that if the overpayment is collected in the same calendar year as it occurred, the net amount of the overpayment may be collected. If the overpayment is not collected in the same calendar year as it occurred, the gross amount of the overpayment will have to be collected and deposited against the employee's budget line item in the fiscal office.

It is imperative that all employees in an overpayment situation are aware if the overpayment is not collected in the calendar year that it occurred, they will be responsible for paying back the gross amount of the overpayment to your agency. The Office of State Controller, Central Payroll Section, does not allow prior year adjustments and will not issue amended W-2's for overpayments received after the stated calendar year-end deadlines.

If you have any questions or need further information, please contact me.

Attachment

cc: GA&FM Office
Assistant Payroll Officer
Accounts Receivable Section
file