

INTEROFFICE MEMO



DATE: PHONE

FROM:

TO:

SUBJECT: Recovery of Overpayment

The purpose of this letter is to inform you that an overpayment was made on the pay you received for pay period _____ pay dates _____.

A Payroll Adjustment has been processed to recover \$ _____ from you. This recovery *should* take place on or after the pay warrant that you will receive for pay period _____ (Pay date: _____).

In accordance with your Memorandum of Understanding (MOU) or Compensation Plan, In situations involving overpayment to an employee by the County, said employee shall be obligated to repay by payroll recovery the amount of overpayment within the time frame the overpayment was received by the employee.

The MOU contains a provision for an extension of the repayment period in cases of extreme hardship. The extended period of repayment will not be longer than one and one-half times as long as the overpayment periods. If you would like to request an extension, you must contact your Payroll Specialist so that the hardship can be arranged through your department Human Resources Business Partner (HRBP). You will be notified if your request is approved.

If you have any questions or concerns, please contact _____ at _____.

Thank you,