PAYBACK FROM EMPLOYEE FOR PAYROLL OVERPAYMENT

Purpose

To calculate the net amount to be paid back by the employee for a payroll overpayment by the district.

When

This occurs when an employee has been overpaid on payroll and is required to pay back the district.

Procedure

Run a new PAY510 to determine the actual amount the employee should have been paid and compare this to the original PAY510 the employee was paid from and complete the Payback from Employee for Payroll Overpayment Calculation (PR010) form and submit with copies of PAY510’s to External Business Services (EBS).

It is the policy of EBS not to adjust the federal and/or state income taxes withheld due to the overpayment. However, adjustments will be made for retirement, OASDI, and/or Medicare contributions.

Section F of the Payback from Employee for Payroll Overpayment Calculation (PR010) form should only be used when the district is able to cancel the voluntary deduction warrant before it is mailed to the vendor.

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ATT: PR010

Procedure #PR308