

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.

Date Revised: June 2017/sp
Procedure Binder Section: Payroll
ATT: PR010