
PAYROLL DEPARTMENT – OVERPAYMENT DEDUCTIONS

Confirmation of Payroll Deduction Schedule - Overpayment

TO: _____ DATE: _____
(Name)

On the _____ (date) payday, you were overpaid \$_____. As discussed on _____ (date), the following payroll deduction schedule was established:

Date(s):	Amount(s):
_____	_____
_____	_____

Please note that on termination of employment, any outstanding balance will be deducted from final pay.

Signature – Manager of Payroll Services

cc Personnel File

Last Revised: September 2017